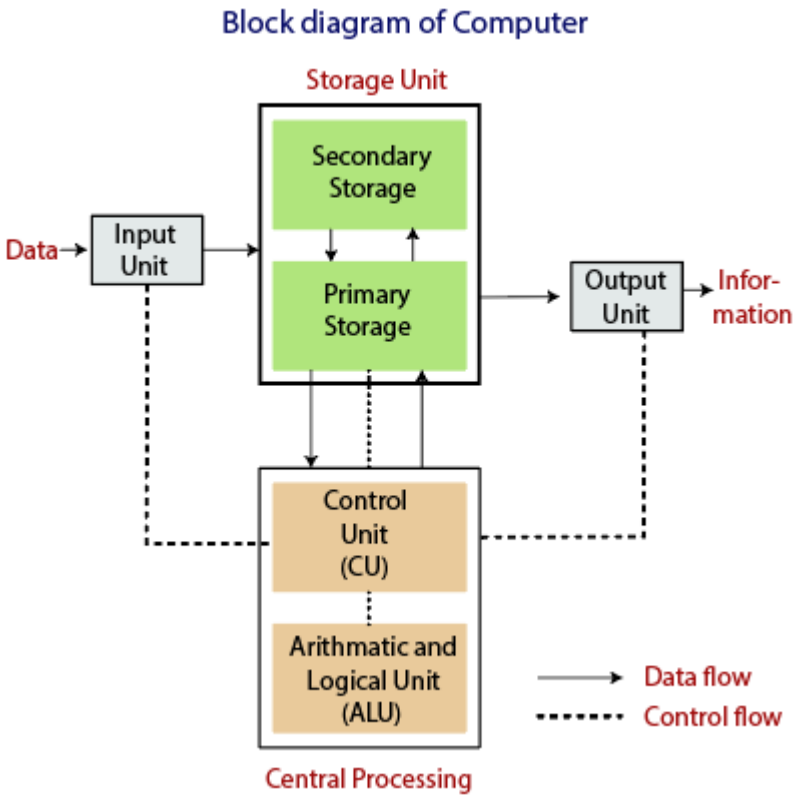
CCA-101: Fundamentals of IT & Programming

Assignment -1

Q1: What are the four fundamental parts of computer? Explain it with the help of diagram.

ANS.



Computer Block Diagram
Mainly computer system consists of three parts, that are central processing unit (CPU), Input Devices, and Output Devices. The Central Processing Unit (CPU) is divided into two parts again: arithmetic logic unit (ALU) and the control unit (CU). The set of instruction is in the form of raw data.
A large amount of data is stored in the computer memory with the help of primary and secondary storage devices. The CPU is like the heart/brain of the computer. The user does not get the desired output, without the necessary option taken by the CPU. The Central processing unit (CPU) is responsible for the processing of all the instructions which are given by the user to the computer system

Secondary storage is non-volatile , long-term **storage**. ... There are three main types of **secondary storage** in a **computer** system: solid state **storage** devices, such as USB memory sticks. optical **storage** devices, such as CD, DVD and Blu-ray discs. magnetic **storage** devices, such as hard disk drives.

An **arithmetic-logic unit** (**ALU**) is the part of a computer processor (CPU) that carries out **arithmetic** and **logic** operations on the operands in computer instruction words. In some processors, the **ALU** is divided into two **units**, an **arithmetic unit** (AU) and a**logic unit** (LU).

Q2: Discuss about the classification of computers based on size and capacity.

ANS. **Introduction**

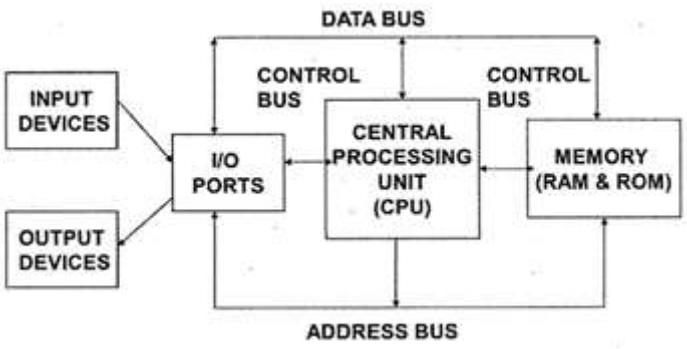
Classification of computers are based on their architecture, speed of executing commands or instructions, peripheral used and also their uses. Microcomputers are usually used in home and offices and only a single user can perform the task using a microcomputer. Its storage and data handling capacity are limited as per the requirement for home and office work. The another type of computer is called minicomputer which has usually larger storage and can handle multiuser at a time. This chapter includes the classification of computers.

Computer's Classification

Computers are classified on different parameters, such as, storage capacity, processing speed and component (CPU) used in computers. Depending upon the components used and features of different computers, they are classified into four groups, Microcomputers, Minicomputers, Mainframe computers and Supercomputers.

Micro Computers

Micro Computer is a computer whose CPU (Central Processing Unit) is a microprocessor. All the components of a microprocessor are on a single integrated circuit chip. Micro computer can be categorized as the desktop, programmable and workstation. The microprocessor based computers are called third generation computers. They are the backbone of the modern computer era. The first and second generation computers are based on vacuum tubes and bipolar junction transistors.



Desktop Computers

Desktop computer is a type of microcomputer. A desktop computer has a keyboard for input data, a LCD or CRT monitor to display information and Central processing unit tower contains storage, memory, different types of drives, such as, CD drive, hard drive, etc. A desktop computer is mainly used at home and office applications.

Programmable Computers (PDA)

Personal digital assistance is a type of hand held programmable digital computer. It is used as notepads, address books and can connect to world web wave to share information. A PDA is equipped with mobile phone hence, called smallest computer.

Workstation

A workstation computer has greater memory capability and more extensive mathematical abilities. It is connected with other workstation computers or personal computer to exchange data and mostly used for scientific applications. It also supports multitasking applications.

Mini Computers

Minicomputers were introduced in early 1960s. They were faster than micro computers. Basically these computers were mainly multi-user systems, where many users work on the systems. Generally these types of computers had larger memories and greater storage capacity. They had large instruction set and address field. These kinds of computers have efficient storage for handling of text, in comparison to lower bit machines. Due to more efficient processor, speed and memory size, minicomputer was used in variety of applications and could support business applications along with the scientific applications. Minicomputer was a multi-user system which means more than one user could use this system simultaneously.

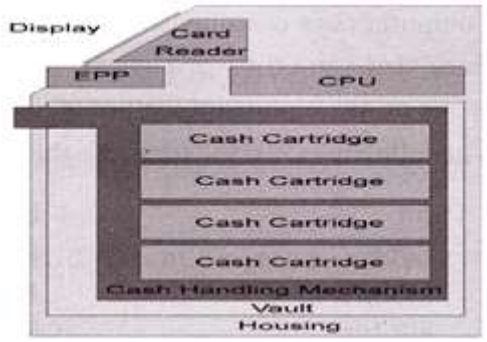
Comparison of Micro and Mini computers

Features	Microcomputer	Minicomputer
Primary memory	Shall memory	Larger memory

Word length	Small word length	Larger word length
Cost low	Low	High
Processor	Low	High

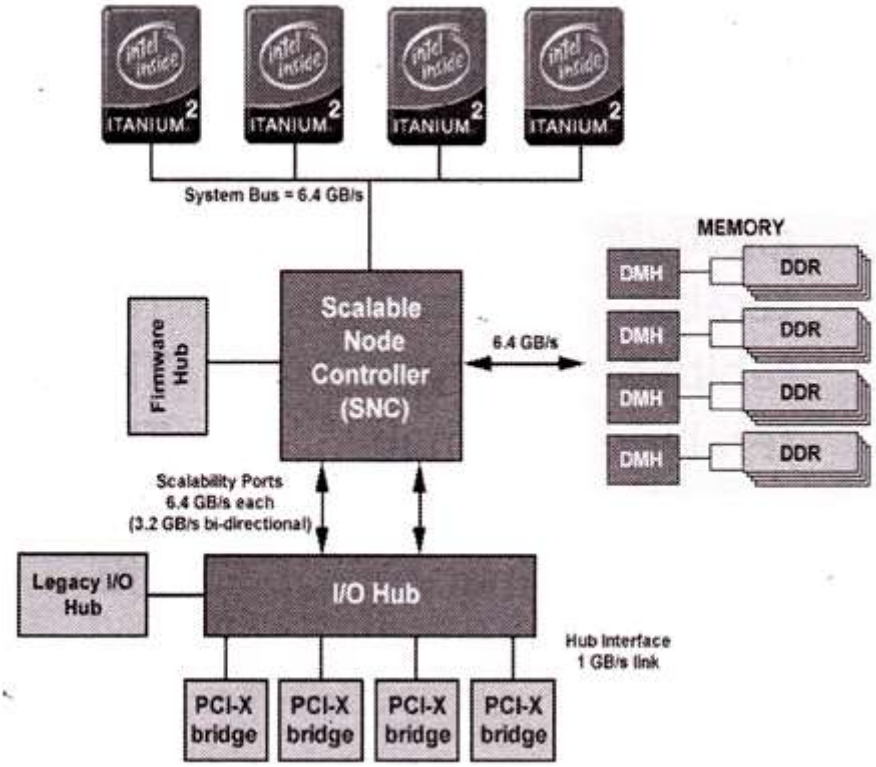
Mainframe Computers

Mainframe computers are large and expensive machines. The word length of mainframe computers may be 48, 60 or 64 bits, memory capacity being in some megabytes and storage capacity in some terabytes. Generally they handle huge volumes of information and data. In terms of speed, they are having significant processing capacity. They are used in research organizations, large industries, airlines reservation where a large database has to be maintained.



Super Computers

Super Computers are the fastest computer in current era. The processing capabilities of super computer lies in the range of GIPS2, word length 64-128 or may be in 256 or so. The memory capacity of super computer is in some gigabytes or in terabytes. The storage capacity of this type of computer is in exabytes.



The parallel processing of a super computer makes it very fast because it contains number of CPU that operates parallel. They are used at some research centers and government agencies involving sophisticated scientific and engineering tasks.

Super computers are used for the followings:

- ❖ Weapons research and development
- ❖ Nuclear and plasma physics
- ❖ Rocket research and development
- ❖ Atomic research
- ❖ Aerodynamics

Units For Measuring Word Length, Data, And Storage Capacity of a Computer

Computers are classified on the basis of their data processing speed better known as clock speed and the word length. The word length that is processed by a CUP at a time is one of the important feature of that CPU.

The followings are the units for the measurement of data volume:

bit	**bit**	**0 or 1**
Byte	**B**	**8 bite**
Kibibit	**Kibit**	**1024 bits**
kilobit	**Kbit**	**1000 bits**
kibibyte (binary)	**KiB**	**1024 bytes**
kilobyte (decimal)	**kB**	**1000 bytes**
megabit	**Mbit**	**1000 kilobits**
mebibyte (binary)	**MiB**	**1024 kibibytes**
megabyte (decimal)	**MB**	**1000 kilobytes**
gigabit	**Gbit**	**1000 megabits**
gibibyte (binary)	**Gibbs**	**1024 mebibytes**
gigabyte (decimal)	**GB**	**1000 megabytes**
terabit	**Tbit**	**1000 gigabits**
tebibyte (binary)	**TIB**	**1024 gibibytes**
terabyte (decimal)	**TB**	**1000 gigabyte**
Petabit	**Pbit**	**1000 terabyte**
pebibyte (binary)	**PiB**	**1024 tebibytes**
petabyte (decimal)	**PB**	**1000 terabytes**
exabit	**Ebit**	**1000 petabits**
exbibyte (binary)	**EiB**	**1024 pebibytes**
exabyte (decimal)	**EB**	**1000 petabytes**

Q3Generation in computer terminology is a change in technology a computer is/was being used. Initially, the generation term was used to distinguish between varying hardware technologies. Nowadays, generation includes both hardware and software, which together make up an entire computer system.

There are five computer generations known till date. Each generation has been discussed in detail along with their time period and characteristics. In the following table, approximate dates against each generation has been mentioned, which are normally accepted.

Following are the main five generations of computers.

S.No	Generation & Description
1	First Generation The period of first generation: 1946-1959. Vacuum tube based.
2	Second Generation

	The period of second generation: 1959-1965. Transistor based.
3	Third Generation The period of third generation: 1965-1971. Integrated Circuit based.
4	Fourth Generation The period of fourth generation: 1971-1980. VLSI microprocessor based.
5	Fifth Generation The period of fifth generation: 1980-onwards. ULSI microprocessor based.

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How many Computer Generations are

defined? What technologies were/are used?

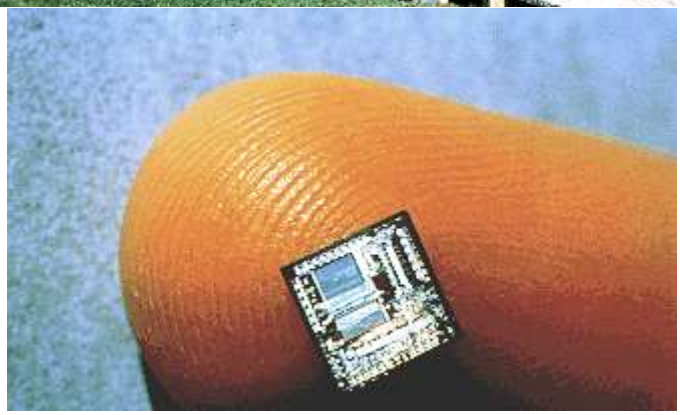
ANS. computer generations - Computer Definition

Following is a brief summary of the generations of computers based on their hardware and software architecture. **First Generation** In the late 1940s and early 1950s (EDSAC, UNIVAC I, etc.) computers used vacuum tubes for their digital logic and liquid mercury memories for storage. See early memories, EDSAC and UNIVAC I. **Second Generation** In the late 1950s, transistors replaced tubes and used magnetic cores for memories (IBM 1401, Honeywell 800). Size was reduced and reliability was significantly improved. See IBM 1401 and Honeywell. **Third Generation** In the mid-1960s, computers used the first integrated circuits (IBM 360, CDC 6400) and the first operating systems and database management systems. Although most processing was still batch oriented using punch cards and magnetic tapes, online systems were being developed. This was the era of mainframes and minicomputers, essentially large centralized computers and small departmental computers. See punch card, System/360 and Control Data. **Fourth Generation** The mid to late-1970s spawned the microprocessor and personal computer, introducing distributed processing and office automation. Word processing, query languages, report writers and spreadsheets put large numbers of people in touch with the computer for the first time. See query language and report writer. **Fifth Generation - The Future** As of the 21st century, we are entering the fifth generation, which

increasingly delivers various forms of artificial intelligence (AI). Faster hardware and much more sophisticated search and natural language recognition are major features. See AI, virtual assistant and natural language recognition.

The Beginning of Commercial Computing

In 1951, the UNIVAC I ushered in the computer age. This installation in Frankfurt, Germany in 1956 shows half the CPU (top left and below).



Then and Now
Imagine watching this delivery and someone says, "everything on the ramp will fit on your fingertip some day." See computer prices.

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MLA Style

"Computer generations." *YourDictionary*. LoveToKnow. www.yourdictionary.com/computer-generations.

APA Style

Computer generations. (n.d.). In *YourDictionary*. Retrieved from https://www.yourdictionary.com/computer-generations

ALSO MENTIONED IN

- first-generation computer
- fifth-generation computer
- fourth-generation computer
- third-generation computer
- second-generation computer
- alternate-generation
- dauermodification
- My Computer
- classical-computer
- Win My Computer

WORDS NEAR COMPUTER GENERATIONS IN THE DICTIONARY

- computer-game
- computer-games
- computer-generated image
- computer-generated imagery
- computer generations
- Computer Glossary
- computer graphics
- computer-graphics

What is Technology?

In modern life, we are surrounded by technology. It's integral to everything we do, big or small. We can find examples of technology in our homes and personal spaces, in industry, in business, and in the medical profession. Most people know technology when they see it, but what exactly is technology?

Technology is the way we apply scientific knowledge for practical purposes. It includes machines (like computers) but also techniques and processes (like the way we produce

computer chips). It might seem like all technology is only electronic, but that's just most modern technology. In fact, a hammer and the wheel are two examples of early human technology.

Technology in Everyday Life

Let's consider some examples of how technology is integral to our daily lives. When you get up in the morning, you probably get out of a bed. The synthetic materials of the mattress upon which you were sleeping, and springs underneath, are both examples of technology.

If it's still early, you might turn on the light first. Both the light bulbs and the electrical systems that power them are also technology. Later, when you brush your teeth, the system that brings you water to the sink, the bathroom fan, the toothbrush - and the toilet, for that matter - are technology.

If you're like many millions of people, you probably turn on the computer pretty quickly after waking. A computer is one of the most advanced pieces of technology we've ever come up with as humans, and the processes of making the computer's parts are all also technology.

It would be impossible to list every single example of technology in our daily lives. Whether it's practical (like washing machines, tumble dryers, refrigerators, cars, flooring materials, windows, or door handles) or for leisure (like televisions, Blu-ray players, games consoles, reclining chairs, or toys), all these things are examples of technology.

Q4: Differentiate between Volatile & Non- Volatile memories.

ANS.

Volatile and Non-Volatile Memory are both types of computer memory. Volatile Memory is used to store computer programs and data that CPU needs in real time and is erased once computer is switched off. RAM and Cache memory are volatile memory. Where as Non-volatile memory is static and remains in the computer even if computer is switched off. ROM and HDD are non-volatile memory.

Following are the important differences between Volatile and Non-Volatile Memory.

Sr. No.	Key	Volatile Memory	Non-Volatile Memory
1	Data Retention	Data is present till power supply is present.	Data remains even after power supply is not present.
2	Persistence	Volatile memory data is not permanent.	Non-volatile memory data is permanent.
3	Speed	Volatile memory is faster than non-volatile memory.	Non-volatile memory access is slower.
4	Example	RAM is an example of Volatile Memory.	ROM is an example of Non-Volatile Memory.

Sr. No.	Key	Volatile Memory	Non-Volatile Memory
5	Data Transfer	Data Transfer is easy in Volatile Memory.	Data Transfer is difficult in Non-Volatile Memory.
6	CPU Access	CPU can access data stored on Volatile memory.	Data to be copied from Non-Volatile memory to Volatile memory so that CPU can access its data.
7	Storage	Volatile memory less storage capacity.	Non-Volatile memory like HDD has very high storage capacity.
8	Impact	Volatile memory such as RAM is high impact on system's performance.	Non-volatile memory has no impact on system's performance.
9	Cost	Volatile memory is costly per unit size.	Non-volatile memory is cheap per unit size.

Q5: Distinguish among system software, application software and open source software on the basis of their features.

ANS. As we know that software is a set of instructions or programs instructing a computer to do specific tasks. Software is basically a generic term used to describe computer programs. In general Scripts, applications, programs and a set of instructions are all terms often used to describe software.

Now the basis of language in which software is developed and platform which is required for its execution we can classified software as in two divisions which are System software and Application software. Following are some basic differences between System software and Application software.

Sr. No.	Key	System Software.	Application Software.
1	Definition	System Software is the type of software which is the interface between application software and	On other hand Application Software is the type of software which runs as per user request. It runs on the platform which is provide by system

Sr. No.	Key	System Software.	Application Software.
		system.	software.
2	Development Language	In general System software are developed in low level language which is more compatible with the system hardware in order to interact with.	While in case of Application software high level language is used for their development as they are developed as some specific purpose software.
3	Usage	System software is used for operating computer hardware.	On other hand Application software is used by user to perform specific task.
4	Installation	System software are installed on the computer when operating system is installed.	On other hand Application software are installed according to user's requirements.
5	User interaction	As mentioned in above points system software are specific to system hardware so less or no user interaction available in case of system software.	On other hand in application software user can interacts with it as user interface is available in this case.
6	Dependency	System software can run independently. It provides platform for running application software.	On other hand in application software can't run independently. They can't run without the presence of system software..
7	Examples	Some examples of system software's are compiler, assembler, debugger, driver, etc.	On other hand some examples of application software's are word processor, web browser, media player, etc.

Q6. a) Create a file in MS-word to insert a paragraph about yourself and save it with file name"yourself". Describe all steps involved in it.

ANS. Chapter 1. Creating, Opening, and Saving Documents

Every Word project you create—whether it's a personal letter, a TV sitcom script, or a thesis in microbiology—begins and ends the same way. You start by creating a document, and you end by saving your work. Sounds simple, but to manage your Word documents effectively, you need to know these basics and beyond. This chapter shows you all the different ways to create a new Word document—like starting from an existing document or adding text to a predesigned template—and how to choose the best one for your particular project.

You'll also learn how to work faster and smarter by changing your view of your document. If you want, you can use Word's Outline view when you're brainstorming, and then switch to Print view when you're ready for hard copy. This chapter gets you up and running with these fundamental tools so you can focus on the important stuff—your words.

TIP

If you've used Word before, then you're probably familiar with opening and saving documents. Still, you may want to skim this chapter to catch up on the differences between this version of Word and the ghosts of Word past. You'll grasp some of the big changes just by examining the figures. For more detail, check out the gray boxes and the notes and tips—like this one!

Launching Word

The first time you launch Word after installation, the program asks you to confirm your name and initials. This isn't Microsoft's nefarious plan to pin you down: Word uses this information to identify documents that you create and modify. Word uses your initials to mark your edits when you review and add comments to Word documents that other people send to you (Section 16.3).

You have three primary ways to fire up Word, so use whichever method you find quickest:

- **Start menu**. The Start button in the lower-left corner of your screen gives you access to all programs on your PC—Word included. To start Word, choose Start → All Programs → Microsoft Office → Microsoft Office Word.
- **Quick Launch toolbar**. The Quick Launch toolbar at the bottom of your screen (just to the right of the Start menu) is a great place to start programs you use frequently. Microsoft modestly assumes that you'll be using Word a lot, so it usually installs the Word icon in the Quick Launch toolbar. To start using Word, just click the W icon, and voilá!

TIP

When you don't see the Quick Launch toolbar, here's how to display it: On the bar at the bottom of your screen, right-click an empty spot. From the menu that pops up, choose Toolbars → Quick Launch. When you're done, icons for some of your programs appear in the bottom bar. A single click fires up the program.

- **Opening a Word document**. Once you've created some Word documents, this method is fastest of all, since you don't have to start Word as a separate step. Just open an existing Word document, and Word starts itself. Try going to Start → My Recent Documents, and then, from the list of files, choose a Word document. You can also double-click the document's icon on the desktop or wherever it lives on your PC.

TIP

If you need to get familiar with the Start menu, Quick Launch toolbar, and other Windows features, then pick up a copy of *Windows XP: The Missing Manual*, Second Edition or *Windows Vista: The Missing Manual*.

So, what happens once you've got Word's motor running? If you're a newcomer, you're probably just staring with curiosity. If you're familiar with previous versions of Word, though, you may be doing a double take

(Figure 1-1). In Word 2007, Microsoft combined all the old menus and toolbars into a new feature called the ribbon. Click one of the tabs above the ribbon, and you see the command buttons change below. The ribbon commands are organized into groups, with the name of each group listed at the bottom. (See Figure 1-1 for more detail on the ribbon.)

Creating a New Document

When you start Word without opening an existing document, the program gives you an empty one to work in. If you're eager to put words to page, then type away. Sooner or later, though, you'll want to start *another* new document. Word gives you three ways to do so:

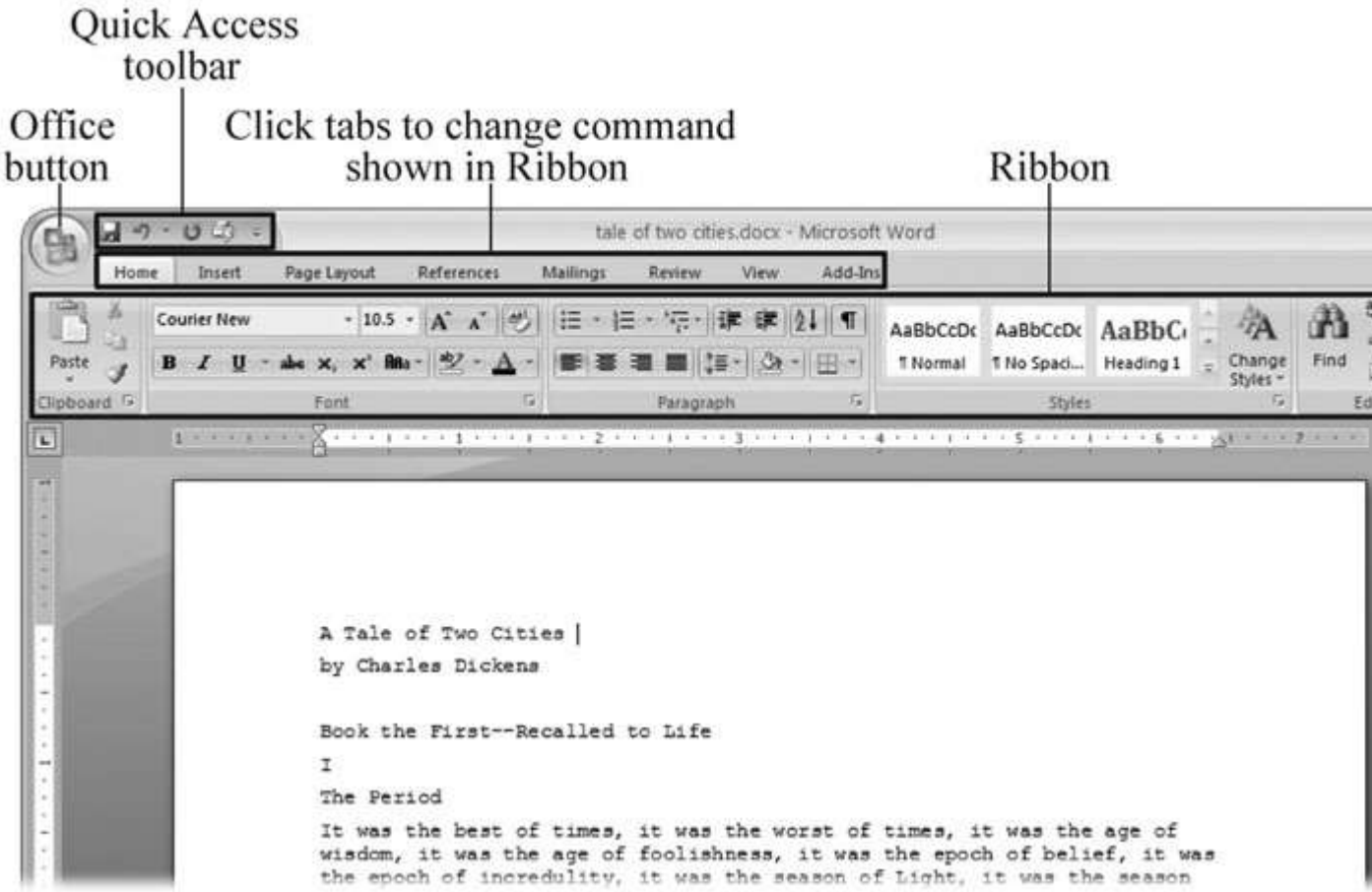


Figure 1-1. When you start Word 2007 for the first time, it may look a little top-heavy. The ribbon takes up more real estate than the old menus and toolbars. This change may not matter if you have a nice big monitor. But if you want to reclaim some of that space, you can hide the ribbon by

double-clicking the active tab. Later, when you need to see the ribbon commands, just click a tab.

- **Creating a new blank document**. When you're preparing a simple document—like a two-page essay, a note for the babysitter, or a press release—a plain, unadorned page is fine. Or, when you're just brainstorming and you're not sure what you want the final document to look like, you probably want to start with a blank slate or use one of Word's templates (more on that in a moment) to provide structure for your text.
- **Creating a document from an existing document**. For letters, resumes, and other documents that require more formatting, why reinvent the wheel? You can save time by using an existing document as a starting point (Section 1.2.2). When you have a letter format that you like, you can use it over and over by editing the contents.
- **Creating a document from a template (Section 1.2.3)**. Use a template when you need a professional design for a complex document, like a newsletter, a contract, or meeting minutes. Templates are a lot like forms—the margins, formatting, and graphics are already in place. All you do is fill in your text.

TIP

Microsoft provides a mind-boggling number of templates with Word, but they're not the only source. You can find loads more on the Internet, as described in Section 5.2.1. Your employer may even provide official templates for company documents.

To start your document in any of the above ways, click the Windows logo in the upper-left corner of the screen. That's Office 2007's new *Office button*. Click it, and a drop-down menu opens, revealing commands for creating, opening, and saving documents. Next to these commands, you see a list of your Word documents. This list includes documents that are open, as well as those that you've recently opened.

The Office button is also where you go to print and email your documents (Figure 1-2).

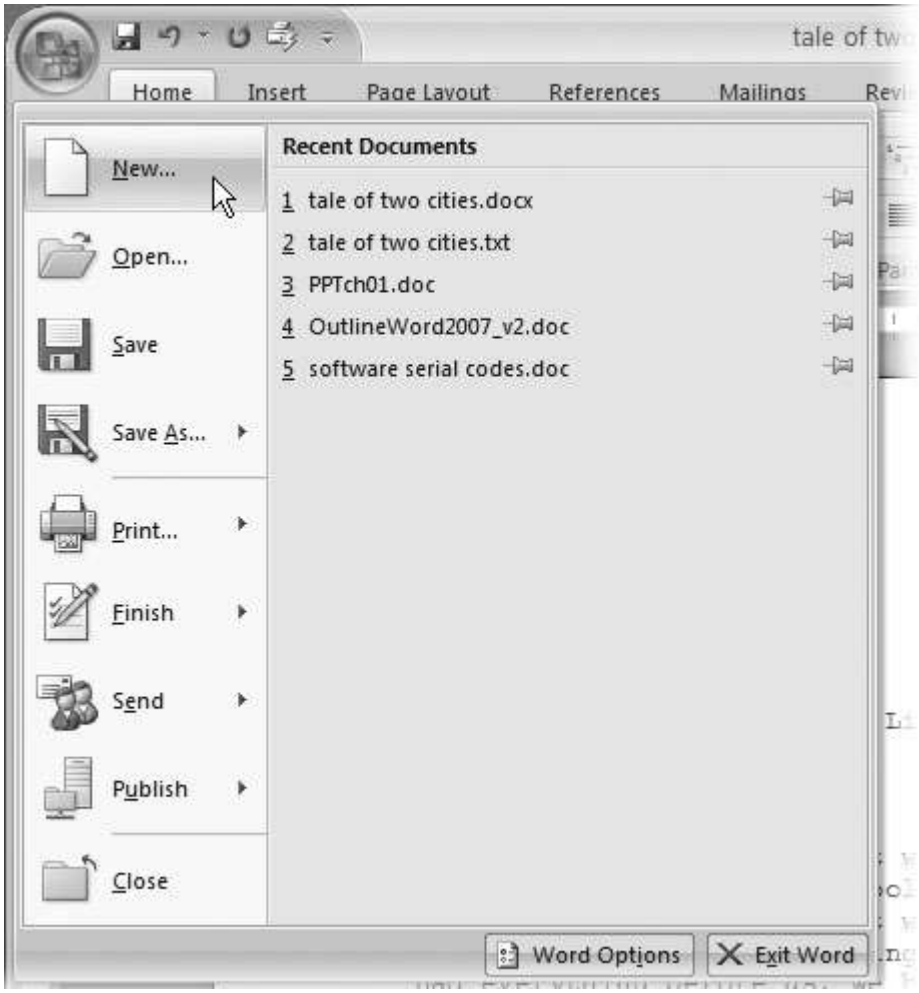


Figure 1-2. The phrase most frequently uttered by experienced Word fans the first time they start Word 2007 is, "Okay, where's my File menu?" Never fear, the equivalent of the File menu is still there—it's just camouflaged a bit. Clicking the Office button (the one that looks like a Windows logo) reveals the commands you use to create, open, and save Word documents.

Creating a New Blank Document

Say you want a new blank document, just like the one Word shows you when you start the program. No problem—here are the steps:

1. **Choose Office button → New**.

The New Document dialog box appears.

2. **In the upper-left corner of the large "Create a new Word document" panel, click "Blank document" (Figure 1-3)**.

The New Document box presents a seemingly endless number of options, but don't panic. The "Blank document" option you want is on the left side of the first line.

3. **At the bottom of the New Document dialog box, click Create**.

The dialog box disappears, and you're gazing at the blank page of a new Word document.

Better get to work.

Figure 1-3. Open the New Document box (Office button → New, or Alt+F, N), and Word gives you several ways to create a new document. Click "Blank document" to open an empty document, similar to the one Word shows when you first start the program. Or you can click "New from existing" to open a document that you previously created under a new name.

A blank Word document is sort of like a shapeless lump of clay. With some work, you can mold it to become just about anything. Often, however, you can save time by opening an existing document that's similar to the one you want to create. Imagine that you write the minutes for the monthly meetings of the Chief Executive Officer's Surfing Association (CEOSA). When it's time to write up the June minutes, it's a lot faster to open the minutes from May. You keep the boilerplate text and all the formatting, but you delete the text that's specific to the previous month. Now all you have to do is enter the text for June and save the document with a new name: *JuneMinutes.docx*.

NOTE

The .docx extension on the end of the filename is Word 2007's new version of .doc. The switch from three-letter to four-letter filename extensions indicates a change in the way Word stores documents. (If you need to share documents with folks using earlier versions of Word, choose Office button → Save As → Word 97-2003 document when you save the file. See the box in Section 1.2.3 for details.)

Word gives you a "New from existing" document-creation option to satisfy your desire to spend more time surfing and less time writing meeting minutes. Here's how to create a new document from an existing document:

1. **Choose Office button → New (Alt+F, N) to open the New Document window. Then click "New from existing…" (it sits directly below the "Blank document" button)**.

The three dots at the end of the button's title tell you that there's another dialog box to come. And sure enough, when you click "New from existing…", it opens another box, appropriately titled New from Existing Document (Figure 1-4). This box looks—and works—like a standard Windows Open File box. It lets you navigate to a specific folder and open a file.

2. **On your computer, find the existing document you're using for a model**.

You can use the bar on the left to change the folder view. Word starts you in your My Documents folder, but you can switch to your desktop or your My Computer icon by clicking the icons on the left. Double-click folder icons in the large window to open them and see their contents.

3. **Click to select the file, and then click Create New (in the lower-right corner). (Alternatively, just double-click the file's icon to open it. This trick works in all Open File boxes.)**

Instead of the usual Open button at the bottom of the box, the button in the New from Existing Document box reads Create New—your clue that this box behaves differently in one important respect: Instead of opening an existing file, you're making a *copy* of an existing file. Once open, the file's name is something like *Document2.docx* instead of the original name. This way, when you save the file, you don't overwrite the original document. (Still, it's best to save it with a new descriptive name right away.)

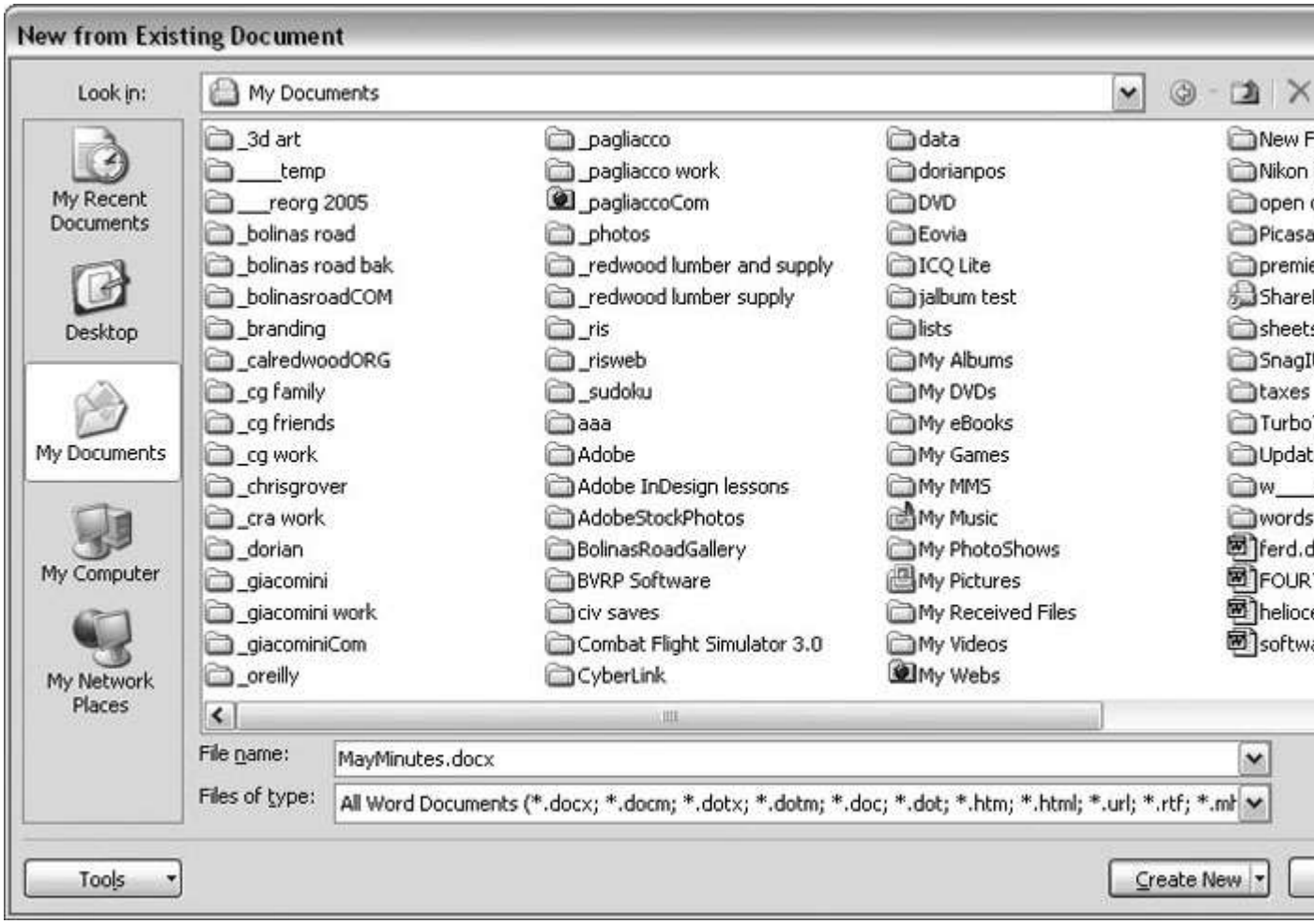


Figure 1-4. Use the New from Existing Document box to find an existing Word document that you'd like to open as a model for your new document. When you click Create New at bottom-right, Word opens a new copy of the document, leaving the original untouched. You can modify the copy to your heart's content and save it under a different file name.

TIP

Windows' Open File boxes, like New from Existing Document, let you do a lot more than just find files. In fact, they let you do just about anything you can do in Windows Explorer. Using keyboard shortcuts, you can cut (Ctrl+X), copy (Ctrl+C), and paste (Ctrl+V) files. A right-click displays a shortcut menu with even more commands, letting you rename files, view Properties dialog boxes, and much more. You can even drag and drop to move files and folders.

POWER USERS' CLINIC: WORD'S NEW FILE FORMATS: .DOCX AND .DOCM

With Office 2007, Microsoft took the drastic step of changing its file formats in hopes of improving your computer's security. Malicious programmers were using Office's macros to do nasty things to unsuspecting computers. The *.docx* format, the new standard for Word files, doesn't permit macros, making it safe from those threats. The *.docm* format indicates that a document contains macros or other bits of programming code. When opening one of these files, play it safe: If you don't know who created the .docm file, then don't open it.

The downside of the new file formats is that older versions of Word don't know how to open these .docx and .docm documents. To open Word 2007 files with an older version (even Word 2003), you need to install the Microsoft Office Compatibility Pack.

This software fix gives pre-2007 versions of Word the power to open documents in the new formats. Even then, you may not be able to use or edit parts of the file that use new Word features (like themes, equations, and content controls). To download the free compatibility pack, go to www.office.microsoft.com and type *office 2007 compatibility* into the search box at the top of the page.

Also, if you're preparing a Word document for someone who's using an older Word version, then you have to save it in a compatible format, as described in the tip in Section 1.2.2. (Fortunately, the compatibility issue doesn't go both ways: Word 2007 can open old .doc docs just fine.)

Creating a New Document from a Template

Say you're creating meeting minutes for the first time. You don't have an existing document to give you a leg up, but you do want to end up with handsome, properly formatted minutes. Word is at your service—with *templates*. Microsoft provides dozens upon dozens of prebuilt templates for everything from newsletters to postcards. Remember all the busy stuff in the New Document box in Figure 1-3? About 90 percent of the items in there are templates.

In the previous example, where you use an existing document to create the meeting minutes for the Chief Executive Officer's Surfing Association (CEOSA), each month you open the minutes from the previous month. You delete the information that pertains to the previous month and enter the current month's minutes. A template works pretty much the same way, except it's a generic document, designed to be adaptable to lots of different situations. You just open it and add your text. The structure, formatting, graphics, colors, and other doodads are already in place.

NOTE

The subject of Word templates is a lengthy one, especially when it comes to creating your own, so there's a whole chapter devoted to that topic—Chapter 20.

Here's how to get some help from one of Microsoft's templates for meeting minutes:

1. **Choose Office button → New (Alt+F, N) to open the New Document window**.

On the left of the New Document box is a Template Categories list. The top entry on this list is Installed Templates—the ones Word has installed on your computer.

You could use any of these, but you also have a world of choice waiting for you online. On its Web site, Microsoft offers hundreds of templates for all sorts of documents, and you can access them right from the New Document box. If you have a fast Internet connection, then it's just as quick and easy to use an online template as it is using the ones stored on your computer. In fact, you'll use an online template for this example.

NOTE

If you can't connect to the Internet right now, then simply choose one of the installed templates instead. Click Create, and then skip to step 4.

2. **Scroll down the Template Categories list to the Microsoft Office Online heading. Under this heading, select Minutes**.

In the center pane, you'll see all different types of minutes templates, from PTA minutes to Annual shareholder's meeting minutes (Figure 1-5). When you click a template's icon, a preview appears in the pane on the right.

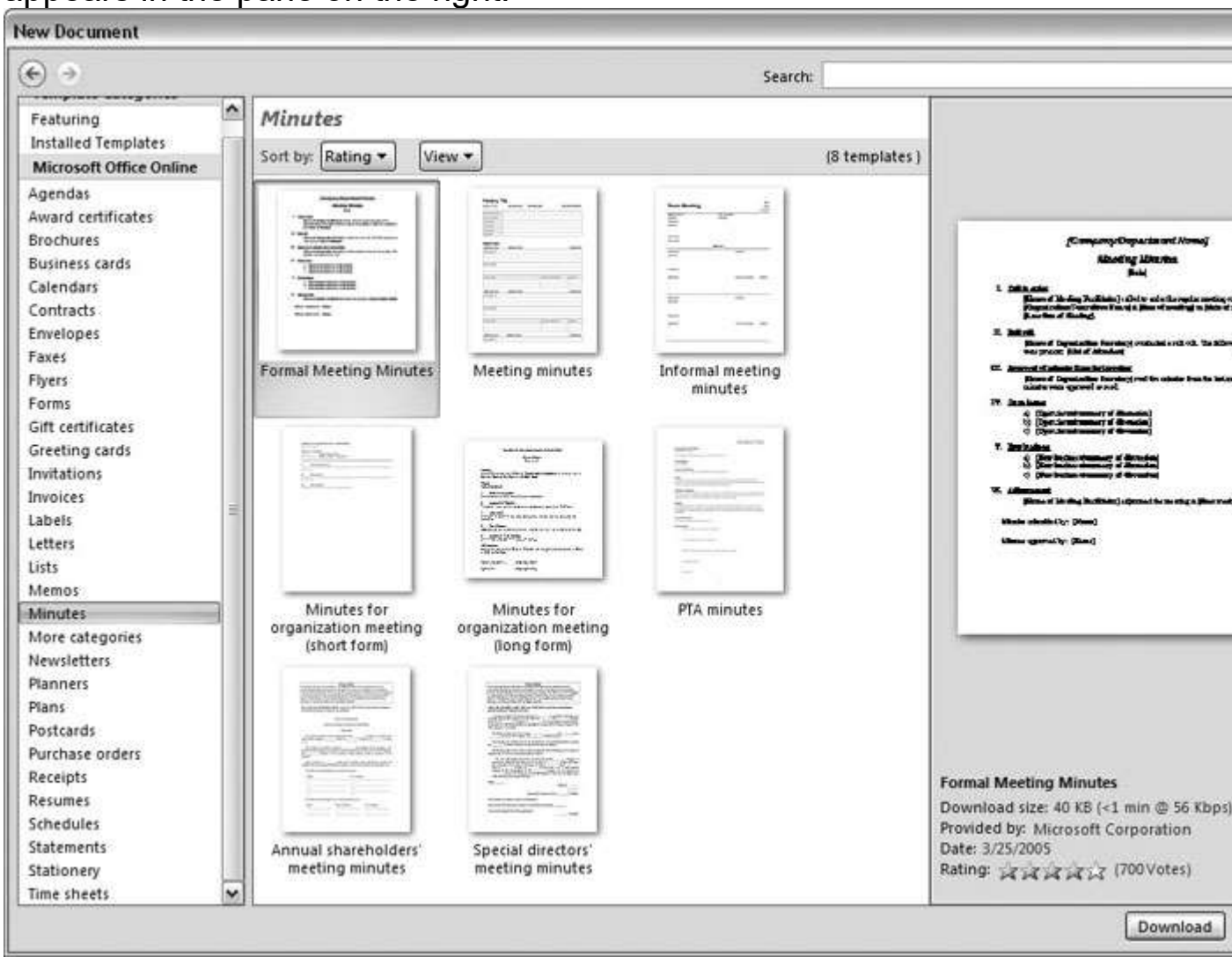


Figure 1-5. The New Document box lists prebuilt templates that live at Microsoft Office Online in categories like Agendas, Brochures, Calendars, and Minutes. Below the thumbnail you see an estimate of how long it takes to download the template from the Microsoft Office Online Web site. A rating, from 0 to 5 stars, tells you what other people think of the template (the rating system is kind of like the one at Amazon.com).

3. **When you're done perusing the various styles, click the Formal Meeting Minutes icon. (After all, CEOSA is a very formal organization.) Then click Download**.

Word downloads and opens the document.

4. **Start writing up the minutes for the CEO Surfers**.

To follow the template's structure, replace all the words in square brackets ([ ]) with text relevant to CEOSA.

TIP

If you'd rather not download the Formal Meeting Minutes template every time you use it, then you can save the file on your computer as a Word template. The steps for saving files are just around the corner in Section 1.5.

Opening an Existing Document

If you've mastered creating a document from an existing document and creating a document from a template, you'll find that opening an existing document is a snap. The steps are nearly identical.

1. **Choose Office button → Open (Alt+F, O). In the Open window (Figure 1-6), navigate to the folder and file you want to open**.

The Open window starts out showing your My Documents folder, since that's where Word suggests you save your files. When your document's in a more exotic location, click the My Computer icon, and then navigate to the proper folder from there.

TIP

When you open a document you've used recently, you may see its name right on the Office button → Recent Documents menu. If so, simply click to open it without a trip to the Open dialog box.

2. **With the file selected, click Open in the lower-right corner**.

The Open box goes away and your document opens in Word. You're all set to get to work. Just remember, when you save this document (Alt+F, S or Ctrl+S), you write over the previous file. Essentially, you create a new, improved, and only copy of the file you just opened. If you don't want to write over the existing document, use the Save As command (Alt+F, A), and then type a new name in the File Name text box.

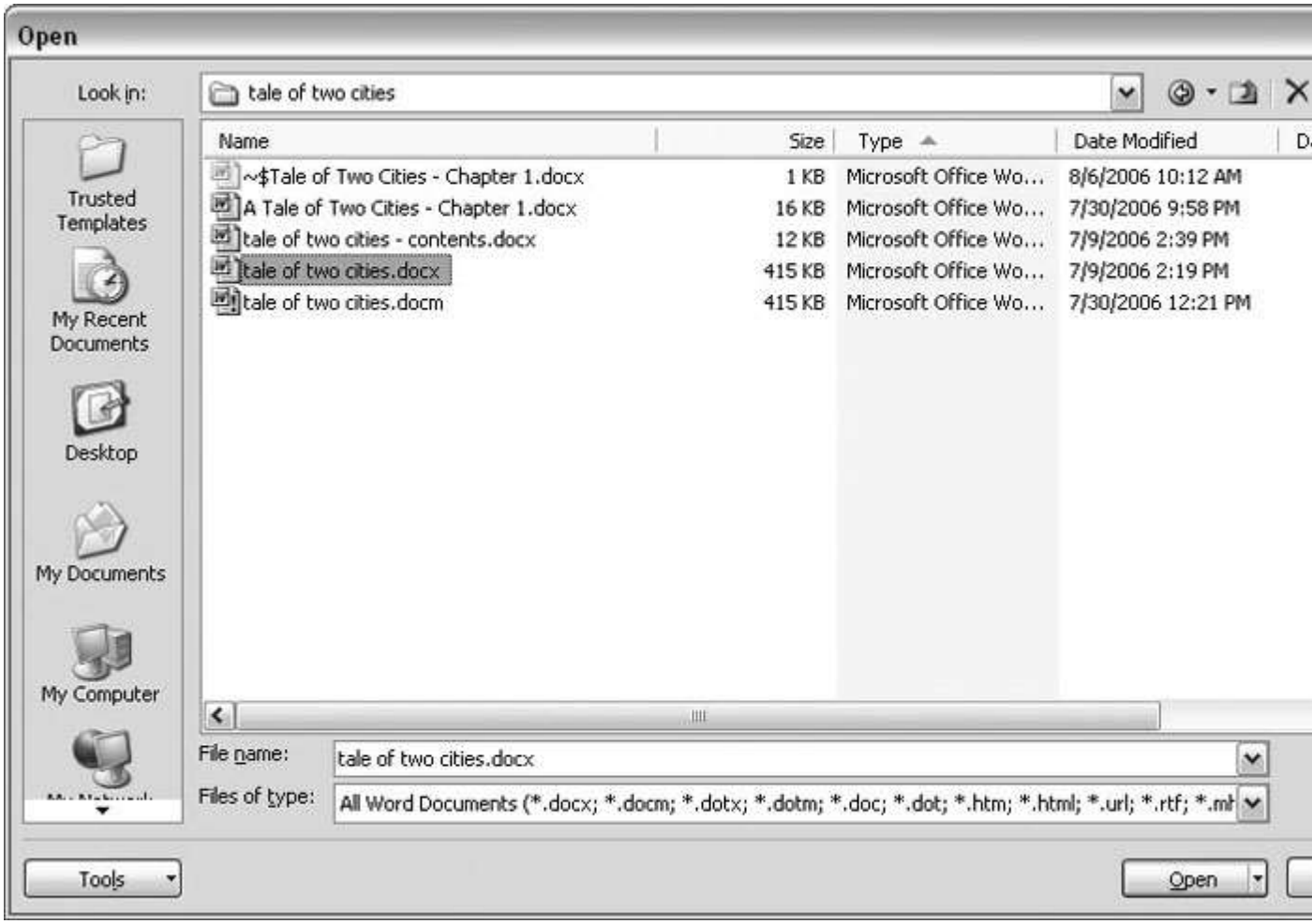


Figure 1-6. This Open dialog box shows the contents of the tale of two cities folder, according to the "Look in" box at the top. The file tale of two cities. docx is selected, as you can see in the "File name box" at the bottom of the window. By clicking Open, Mr. Dickens is ready to go to work.

TIP

Opening a file in Word doesn't mean you're limited to documents *created* in Word. You can choose documents created in other programs from the Files of Type drop-down

menu at the bottom of the Open dialog box. Word then shows you that type of document in the main part of the window. You can open Outlook messages (.msg), Web pages (.htm or .html), or files from other word processors (.rtf, .mcw, .wps).

Your Different Document Views

Now that you know a handful of ways to create and open Word documents, it's time to take a look around the establishment. You may think a document's a document—just look at it straight on and get your work done. It's surprising, though, how changing your view of the page can help you work faster and smarter. When you're working with a very long document, you can change to Outline view and peruse just your document's headlines without the paragraph text. In Outline view, you get a better feeling for the manuscript as a whole. Likewise, when you're working on a document that's headed for the Web, it makes sense to view the page as it will appear in a browser. Other times, you may want to have two documents open on your screen at once (or on each of your two monitors, you lucky dog), to make it easy to cut and paste text from one to the other.

The key to working with Word's different view options is to match the view to the job at hand. Once you get used to switching views, you'll find lots of reasons to change your point of view. Find the tools you need on the View tab (Figure 1-7). To get there, click the View tab (Alt+W) on the ribbon (near the top of Word's window). The tab divides the view commands into four groups:

- **Document Views**. These commands change the big picture. For the most part, use these when you want to view a document in a dramatically different way: two pages side by side, Outline view, Web layout view, and so on.
- **Show/Hide**. The Show/Hide commands display and conceal Word tools like rulers and gridlines. These tools don't show when you print your document; they're just visual aids that help you when you're working in Word.

- **Zoom**. As you can guess, the Zoom tools let you choose between a close-up and a long shot of your document. Getting in close makes your words easier to read and helps prevent eyestrain. But zooming out makes scrolling faster and helps you keep your eye on the big picture.

TIP

In addition to the Zoom tools on the ribbon, handy Zoom tools are available in the window's lower-right corner. Check out the + (Zoom In) and–(Zoom Out) buttons and the slider in between them. See Section 1.4.3 for the details on using them.

- **Window**. In the Window group, you'll find creative ways to organize document windows on your screen—like split views of a single document or side-by-side views of two different documents.

All the commands in the View tab's four groups are covered in the following pages.

NOTE

This section provides the short course on viewing your Word documents. For even more details and options for customizing your Word environment, see Chapter 17.

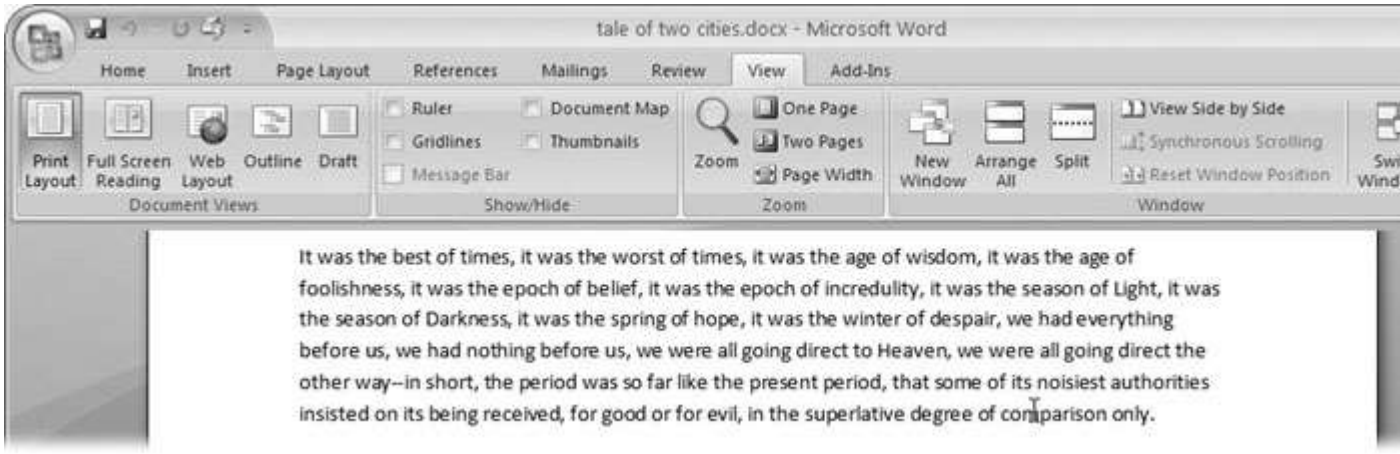


Figure 1-7. The View tab is your document-viewing control center. Look closely, and you see it's divided into four groups with names at the bottom of the ribbon: Document Views, Show/Hide, Zoom, and Window. To apply a view command, just click the button or label.

Word gives you five basic document views. To select a view, go to the View tab (Alt+W) and choose one of the Document Views on the left side of the ribbon (Figure 1-8). You have another great option for switching from one view to another that's always available in the lower-right corner of Word's window. Click one of the five small buttons to the left of the slider to jump between Print Layout, Full Screen Reading, Web Layout, Outline, and Draft views. Each view has a special purpose, and you can modify them even more using the other commands on the View tab.

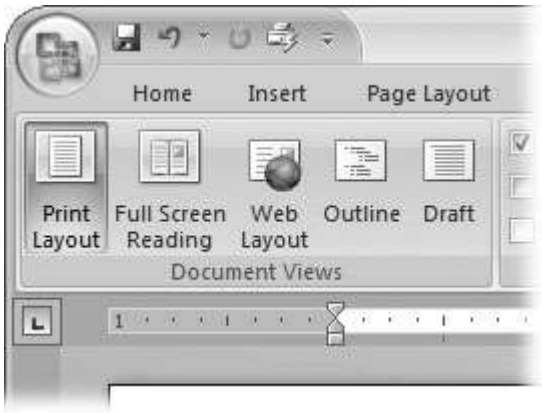


Figure 1-8. On the left side of the View tab, you find the five basic document views: Print Layout, Full Screen Reading, Web Layout, Outline, and Draft. You can edit your document in any of the views, although they come with different tools for different purposes. For example, Outline view provides a menu that lets you show or hide headings at different outline levels.

NOTE

Changing your view in no way affects the document itself—you're just looking at the same document from a different perspective.

- **Print Layout (Alt+W, P)**. The most frequently used view in Word, Print Layout, is the one you see when you first start the program or create a new blank document. In this view, the page you see on your computer screen looks much as it does when you print

it. This view's handy for letters, reports, and most documents headed for the printer.

- **Full Screen Reading (Alt+W, F)**. If you'd like to get rid of the clutter of menus, ribbons, and all the rest of the word-processing gadgetry, then use Full Screen Reading view. As the name implies, this view's designed primarily for reading documents. It includes options you don't find in the other views, like a command that temporarily decreases or increases the text size. In the upper-right corner you see some document-proofing tools (like a text highlighter and an insert comment command), but when you want to change or edit your document, you must first use the View Options → Allow Typing command. For more details on using Word for reviewing and proofing, see Chapter 16.
- **Web Layout (Alt+W, L)**. This view shows your document as if it were a single Web page loaded in a browser. You don't see any page breaks in this view. Along with your text, you see any photos or videos that you've placed in the document—just like a Web page. Section 13.2 has more details on creating Web pages with Word.
- **Outline (Alt+W, U)**. For lots of writers, an outline is the first step in creating a manuscript. Once they've created a framework of chapters and headings, they dive in and fill out the document with text. If you like to work this way, then you'll love Outline view. It's easy to jump back and forth between Outline view and Print Layout view or Draft view, so you can bounce back and forth between a macro and a micro view of your epic. (For more details on using Word's Outline view, see Section 8.1.)
- **Draft (Alt+W, V)**. Here's the no-nonsense, roll-up-your-sleeves view of your work (Figure 1-9). You see most formatting as it appears on the printed page, except for headers and footers. Page breaks are indicated by a thin dotted line. In this view, it's as if your document is on one single roll of paper that scrolls through your computer screen. This view's a good choice for longer documents and those moments when you want to focus on

the words without being distracted by page breaks and other formatting niceties.

Show and Hide Window Tools

Word gives you some visual aids that make it easier to work with your documents. Tools like rulers and gridlines don't show up when you print your document, but they help you line up the elements on the page. Use the ruler to set page margins and to create tabs for your documents. Checkboxes on the View tab let you show or hide tools, but some tools aren't available in all the views, so they're grayed out. You can't, for example, display page rulers in Outline or Full Screen Reading views.

Use the checkboxes in the Show/Hide group of the View tab (Figure 1-10) to turn these tools on and off:

- **Ruler**. Use the ruler to adjust margins, set tabs, and position items on your page. For more detail on formatting text and paragraphs, see Chapter 4.
- **Gridlines**. When you click the Gridlines box, it looks like you created your document on a piece of graph paper. This effect isn't too helpful for an all-text document, but it sure comes in handy if you're trying to line up photos on a page.

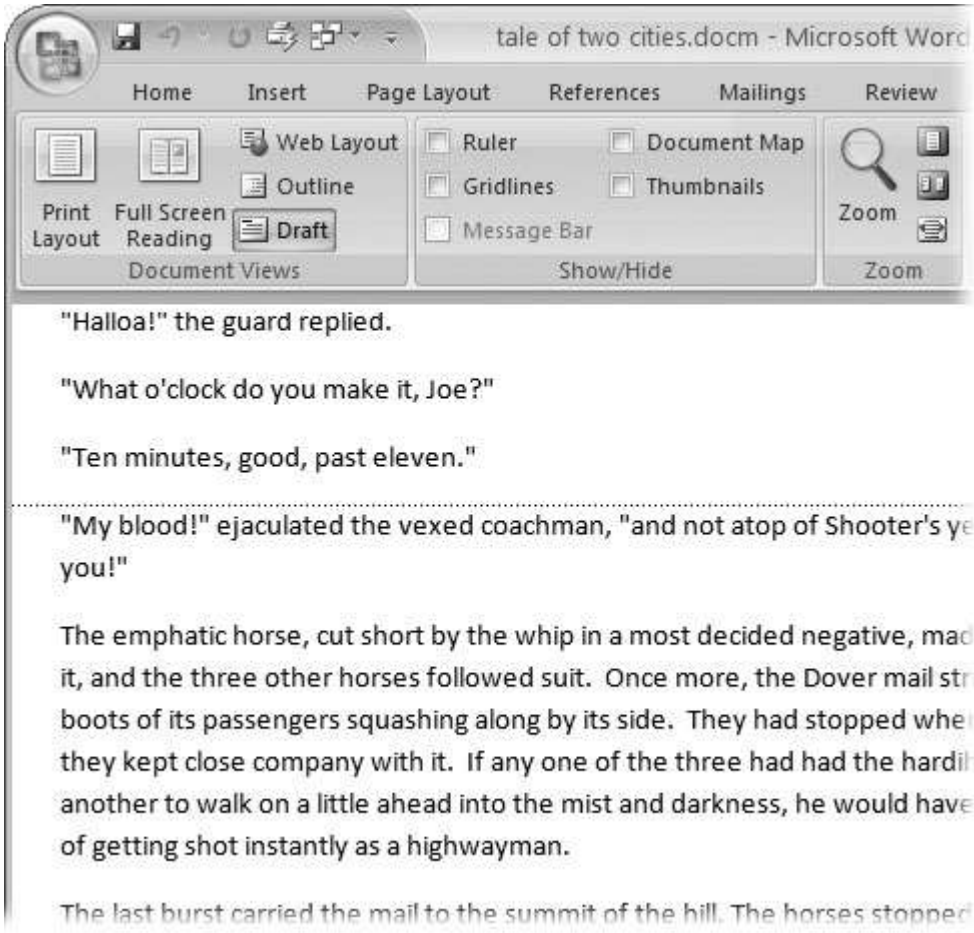


Figure 1-9. In Draft view, you see most text and paragraph formatting, but headers, footers, and other distracting page formatting features are hidden. Your text appears as a continuous scroll, with the margins hidden. Page breaks appear as dotted lines.

- **Message Bar**. The Message Bar resides directly under the ribbon, and it's where you see alerts about a document's behavior. For example, when a document is trying to run a macro and your Word settings prohibit macros, an alert appears in the Message Bar. Click the checkbox to show or hide the Message Bar.
- **Document Map**. If you work with long documents, you'll like the Document Map. This useful tool appears to the left of your text (you can see it in Figure 1-10), showing the document's headings at various levels. Click the little + and–buttons next to a heading to expand or collapse the outline. Click a heading, and you jump to that location in your document.

- **Thumbnails**. Select the Thumbnails option, and you see little icons of your document's pages in the bar on the left. Click a thumbnail to go to that page. In general, thumbnails are more useful for shorter documents and for pages that are visually distinctive. For longer documents, you'll find the Document Map easier to use for navigation.

Zooming Your View In and Out

When you're working, do you ever find that you sometimes hold pages at arm's length to get a complete view, and then, at other times, you stick your nose close to the page to examine the details? Word's Zoom options (Figure 1-11) let you do the same thing with your screen—but without looking nearly as silly.

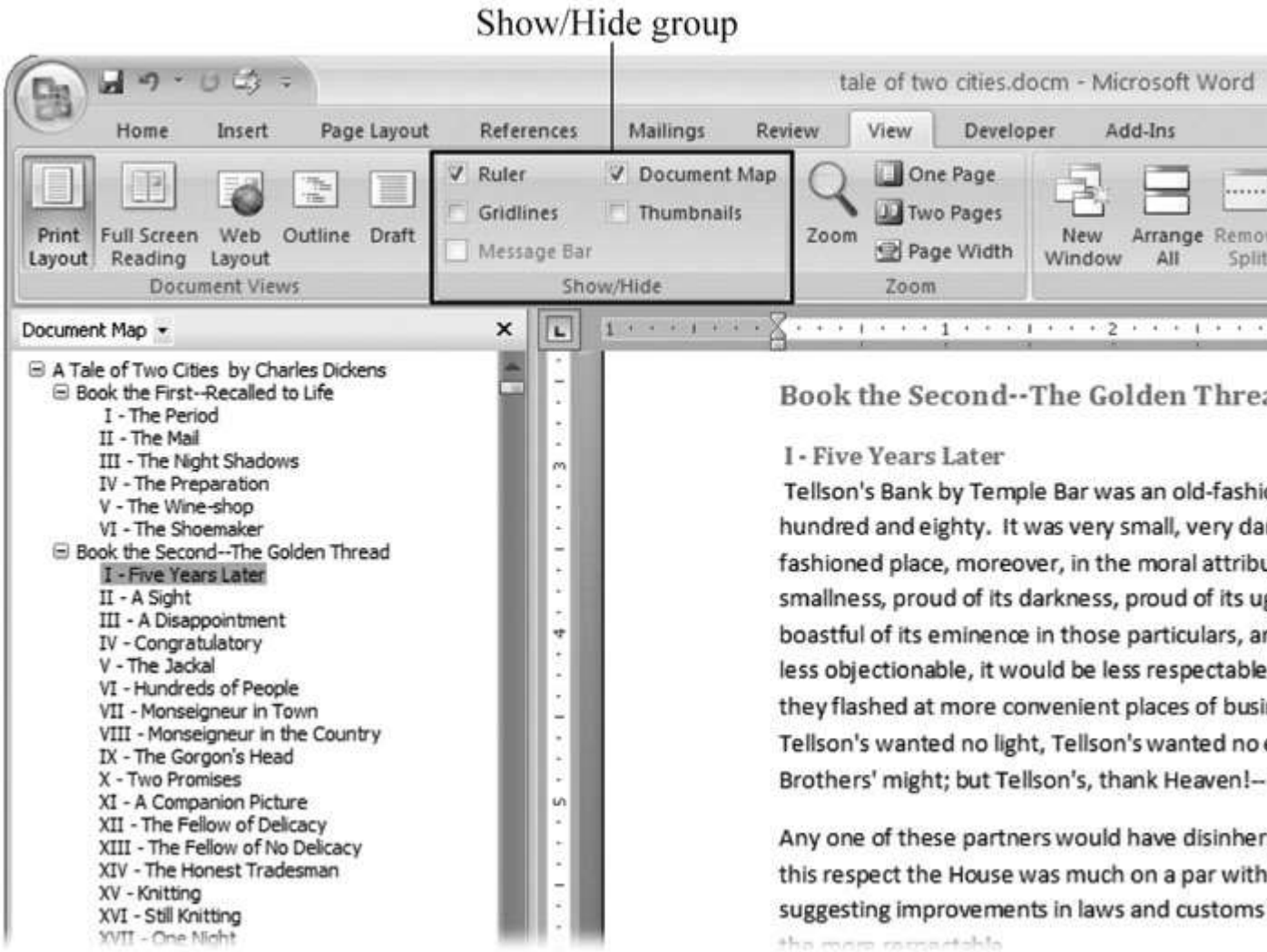


Figure 1-10. Use the Show/Hide group on the View tab to display or conceal Word tools. The Ruler gives you a quick and easy way to set tabs and margins. The Document Map is particularly helpful when you work with longer documents because it displays headings in the bar on the left of the screen. In the left pane, you can see that Mr. Dickens wrote more than his fair share of chapters.

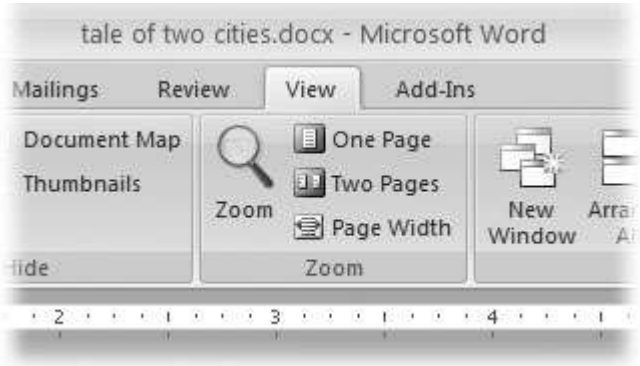


Figure 1-11. The Zoom group of options lets you view your document close up or at a distance. The big magnifying glass opens the Zoom dialog box with more controls for fine-tuning your zoom level. For quick changes, click one of the three buttons on the right: One Page, Two Pages, or Page Width.

NOTE

Even though the text appears to get bigger and smaller when you zoom, you're not actually changing the document in any way. Zoom is similar to bringing a page closer so you can read the fine print. If you want to actually change the font size, then use the formatting options on the Home tab (Alt+H, FS).

On the View tab, click the big magnifying glass to open the Zoom dialog box (Figure 1-12). Depending on your current Document View (see Section 1.4), you can adjust your view by percentage or relative to the page and text (more on that in a moment). The options change slightly depending on which Document View you're using. The Page options don't really apply to Web layouts, so they're grayed out and inactive if you're in the Web Layout view.

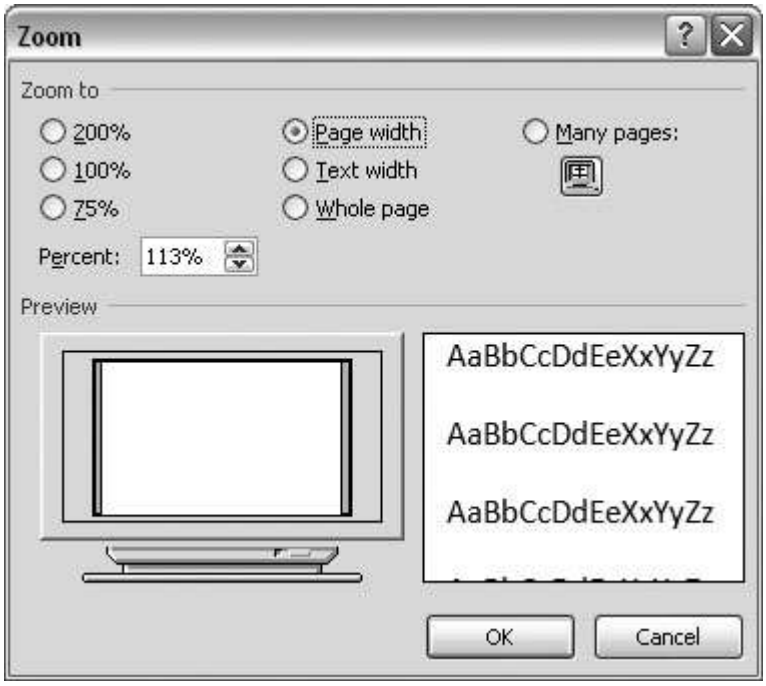


Figure 1-12. The Zoom dialog box lets you choose from a variety of views. Just click one of the option buttons, and then click OK. The monitor and text sample at the bottom of the Zoom box provide visual clues as you change the settings.

Zooming by percentage

In the box's upper-left corner, you find controls to zoom in and out of your document by percentage. The view varies depending on your computer screen and settings, but in general, 100% is a respectable, middle-of-the-road view of your document. The higher the percentage, the more zoomed in you are, and the bigger everything looks—vice versa with a lower percentage.

The three radio buttons (200%, 100%, and 75%) give you quick access to some standard settings. For in-between percentages (like 145%), type a number in the box below the buttons, or use the up-down arrows to change the value. For a quick way to zoom in and out without opening a dialog box, use the Zoom slider (Figure 1-13) in the lower-right corner of your window. Drag the slider to the right to zoom in on your document, and drag it to the left to zoom out. The percentage changes as you drag.

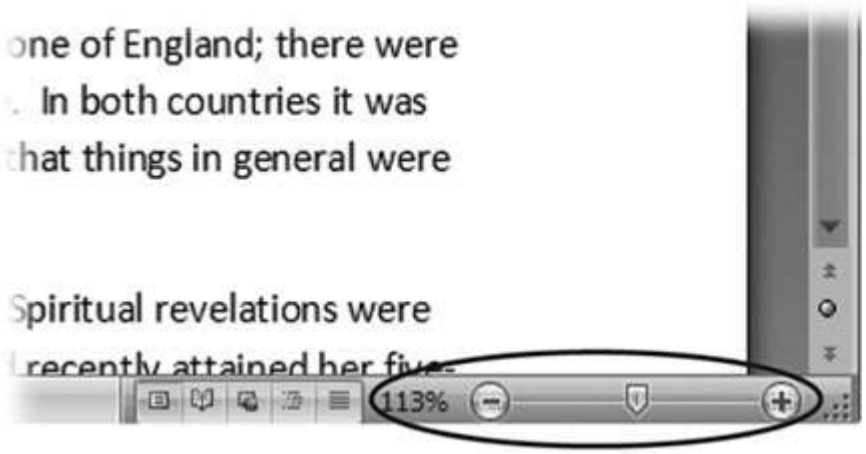


Figure 1-13. The Zoom slider at the bottom of the document window gives you a quick and easy way to change your perspective. Drag the slider to the right to zoom in on your document, and drag it to the left to zoom out. To the left of the slider are five View buttons: Print Layout, Full Screen Reading, Web Layout, Outline, and Draft (Section 1.4.2). Since the first button is selected, this document is in Print Layout view.

Zooming relative to page or text

Not everyone's a number person. (That's especially true of writers.) So you may prefer to zoom without worrying about percentage figures. The Zoom dialog box (on the View tab, click the magnifying-glass icon) gives you four radio buttons with plain-English zoom settings:

Page width. Click this button, and the page resizes to fill the screen from one side to the other. It's the fastest way to zoom to a text size that most people find comfortable to read. (You may have to scroll, though, to read the page from top to bottom.)

Text width. This button zooms in even farther, because it ignores the margins of your page. Use this one if you have a high-resolution monitor (or you've misplaced your reading glasses).

Whole page. When you want to see an entire page from top to bottom and left to right, click this button. It's great for getting an overview of how your headings and paragraphs look on the page.

Many pages. This view is the equivalent of spreading your document out on the floor, and then viewing it from the top of a ladder. You can use it to see how close you are to finishing that five-page paper, or to inspect the layout of a multi-page newsletter.

WARNING

When you're zoomed out to Whole or "Many pages" view, watch those fingers on the keyboard. You can still make changes to your text in these views, even though you can't see what you're doing.

Changing page view from the ribbon

The ribbon offers radio buttons for three popular page views. (You can see them back in Figure 1-11, to the Zoom tool's right.) They're a quick and dirty way to change the number of pages you see onscreen without fiddling with zoom controls.

- **One Page**. This view shows the entire page in Word's document window. If your screen is large enough, you can read and edit text in this view.
- **Two Pages**. In this view, you see two pages side by side. This view's handy when you're working with documents that have two-page spreads, like booklets.
- **Page Width**. This button does the exact same thing as the Page Width button in the Zoom dialog box (Section 1.4.3). It's more readable than the One Page and Two Page options, because the page fills the screen from edge to edge, making the text appear larger.

The Window Group: Doing the Splits

Back when dinosaurs roamed the earth and people used typewriters (or very early word processors), you could work on only one document at a time—the one right in front of you. Although Word 2007 has more options for viewing multiple documents and multiple windows than ever, some folks forget to use them. Big mistake. If you ever find yourself comparing

two documents or borrowing extensively from some other text, then having two or more documents visible on your screen can double or triple your work speed.

The commands for managing multiple documents, views, and windows are in the View tab's Window group (Figure 1-14).

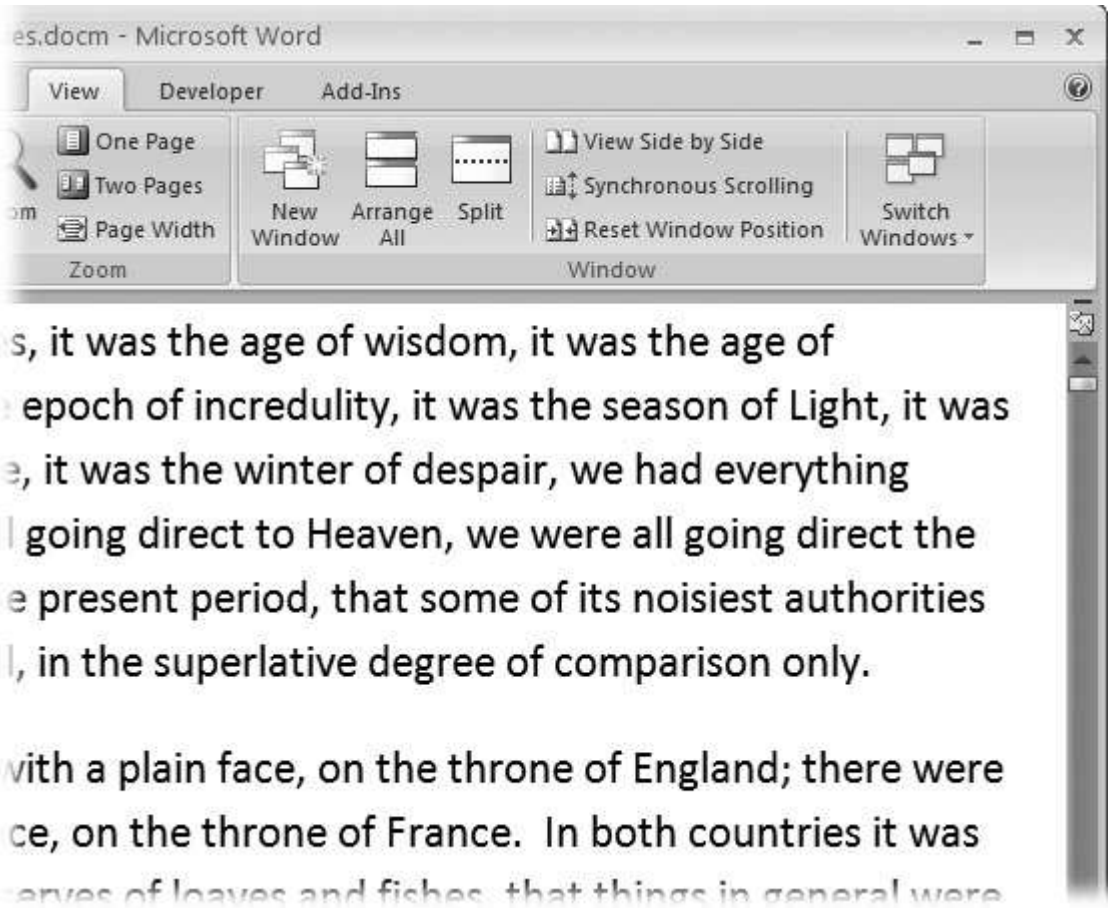


Figure 1-14. In the Window group, the three commands on the left—New Window, Arrange All, and Split—let you open and view your work from multiple vantage points. The commands in the middle—View Side by Side, Synchronous Scrolling, and Reset Window Position—are helpful when reviewing and comparing documents. The big Switch Windows button lets you hop from one document to another.

- **New Window (Alt+W, N)**. When you're working on a long document, sometimes you want to see two different parts of the document at the same time, as if they were two separate documents. You may want to keep referring to what you said in the

Introduction while you're working in Chapter 5. Or perhaps you want to keep an Outline view open while editing in Draft view. That's where the New Window command comes in. When you click this button (or hit this keystroke), you've got your document open in two windows that you can scroll independently. Make a change to one window, and it immediately appears in the other.

- **Arrange All (Alt+W, A)**. Great—now you've got documents open in two or more windows, but it takes a heck of a lot of mousing around and window resizing to get them lined up on your screen at the same time. Click Arrange All and, like magic, your open Word document windows are sharing the screen, making it easy to work on one and then the other. Word takes an egalitarian approach to screen real estate, giving all windows an equal amount of property (Figure 1-15).
- **Split (Alt+W, S)**. The Split button divides a single window so you can see two different parts of the same document—particularly handy if you're copying text from one part of a document to another. The other advantage of the Split command is that it gives you more room to work than using Arrange All for multiple windows because it doesn't duplicate the ribbon, ruler, and other Word tools (Figure 1-16).

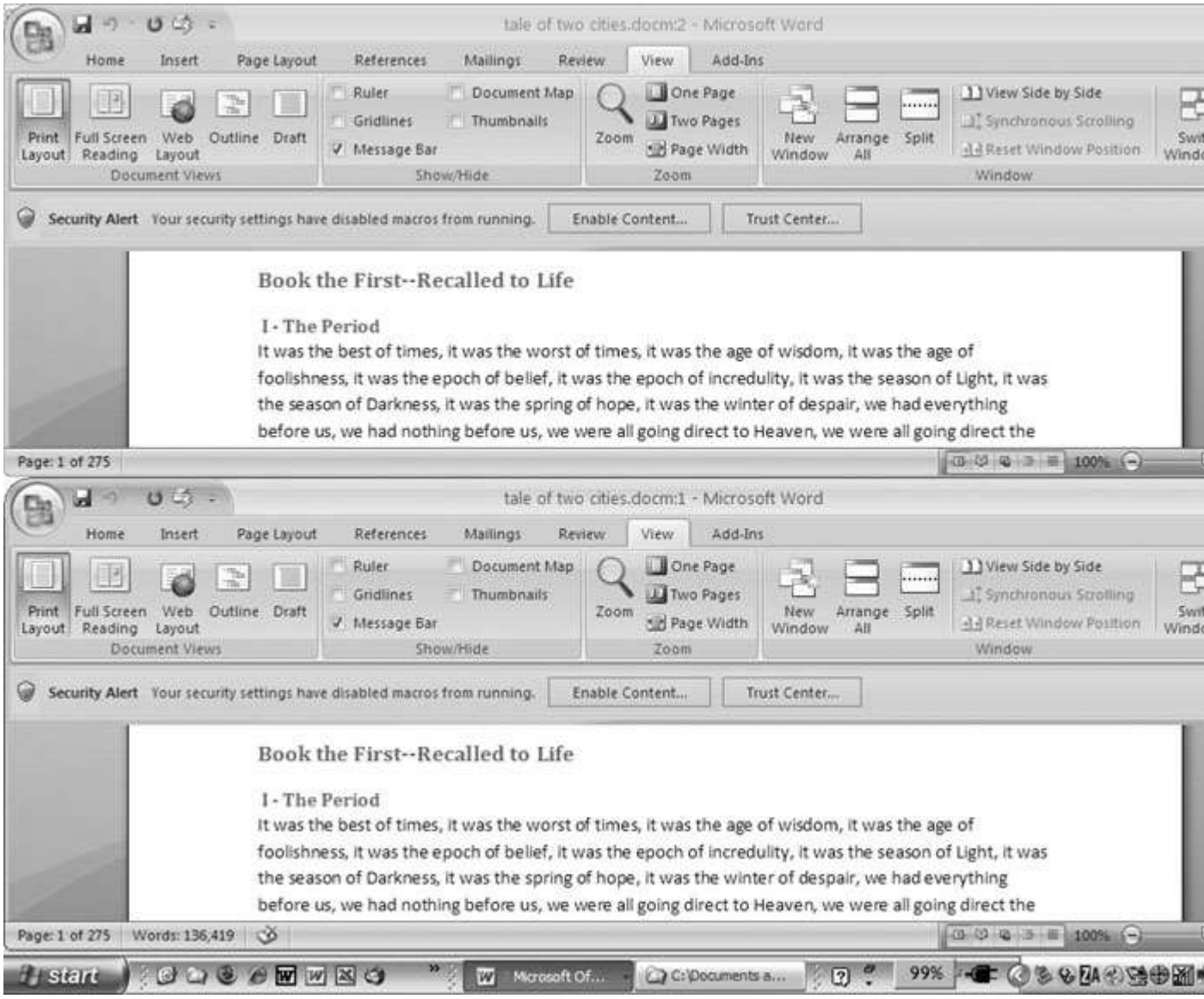


Figure 1-15. One downside of Office 2007's ribbon: It takes up more space on your computer's screen than menus or even the older button bars. When you open a couple of windows, you're not left with much space to do your work, especially when you're working on an ultra-portable laptop or a computer with a small screen. You can double-click the active tab to hide the ribbon, but in most cases, you're better off working with a split screen, as shown in Figure 1-16.

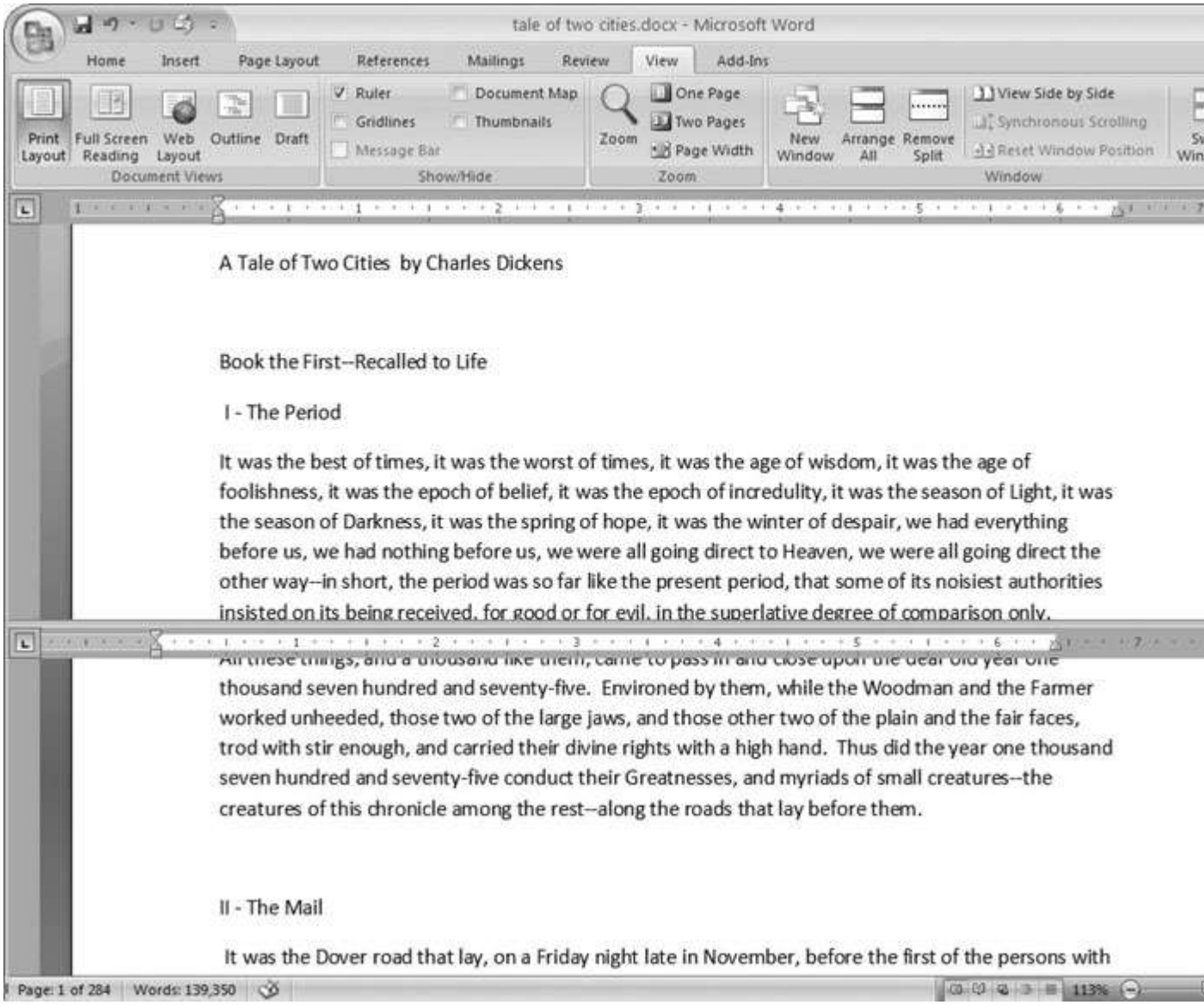


Figure 1-16. When you're viewing two different parts of a single document, use the Split command; it leaves you more room to work than two separate windows, as shown in Figure 1-15. Each section of the split window has a scroll bar, so you can independently control different parts of your document. If you want to fine-tune your split, just drag the middle bar exactly where you want it. When you're done, click Remove Split to return to a single screen view.

Viewing multiple windows

One common reason for wanting to see two documents or more on your screen at once is so you can make line-by-line comparisons. Imagine you have two Word documents that are almost identical, but you have to find

the spots where there are differences. A great way to make those differences jump out is to put both versions on your screen side by side and scroll through them. As you scroll, you can see differences in the paragraph lengths and the line lengths. Here are the commands to help you with the process:

- **View Side by Side (Alt+W, B)**. Click the View Side by Side command and Word arranges two windows vertically side by side. As you work with side-by-side documents, you can rearrange windows on your screen by dragging the very top of the Window frame. You can resize the windows by pointing to any edge of the frame. When you see a double arrow, just drag to resize the window. Synchronous Scrolling (described next) is automatically turned on.
- **Synchronous Scrolling (Alt+W, Y)**. The Synchronous Scrolling feature keeps multiple document windows in lock step. When you scroll one window, the other windows automatically scroll too. Using the same button or keystroke, you can toggle Synchronous Scrolling on and off as you work with your documents.
- **Reset Windows Position (Alt+W, T)**. If you've moved or resized your document windows as described earlier under View Side by Side, then you can click this button to reset your view so the windows share the screen equally.

Saving and Closing Documents

From the earliest days of personal computing, the watchword has been "save early, save often." There's nothing more frustrating than working half the day and then having the Great American Novel evaporate into the digital ether because your power goes out. So, here are some tips to protect your work from disasters human-made and natural:

- Name and save your document shortly after you first create it. You'll see the steps to do so later in this section.
- Get in the habit of doing a quick save with Alt+F, S (think *F*ile *S*ave) when you pause to think or get up to go to the

kitchen for a snack. (Note for old-timers: Ctrl+S still works for a quick save too.)

- If you're leaving your computer for an extended period of time, save and close your document with Alt+F, C (think *F*ile *C*lose).

UP TO SPEED: WHERE ARE MY KEYBOARD SHORTCUTS?

Ribbons, buttons, and menus are all well and good when you're doing something new or complicated. But when you know where you're going, a good keyboard shortcut can save time. Word 2007 has dozens of keyboard shortcuts. If you don't have your favorites memorized, use the Alt key to reveal them.

Press the Alt key, and you see small badges with letters and numbers pop up next to menus and buttons. These are your shortcuts. If you're looking for the keyboard shortcut to close your document, follow these steps:

1. Press and release the Alt key to show the keyboard shortcut badges.

   When you do this, the badges appear over menu items and ribbon buttons. (The Alt key acts as a toggle. If you change your mind and don't want to use a shortcut, then press the Alt key again and you're back in normal typing mode.)

2. Press F to open the Office menu.

   Pressing F (which used to stand for File menu) does the same thing as clicking the button with your mouse, except that now it sports little keyboard shortcut badges.

3. Press C to close your document.

   Looking at the bottom of the Office menu, you see the Close command. A small C badge indicates that pressing C closes your document.

As you can guess, most keyboard shortcuts are based on the initial letter of the actual command words. This doesn't always work out for popular letters. As a result, you have cases like the References tab, which has the keyboard shortcut S.

Even if you don't deliberately work to memorize the keyboard shortcuts, you'll find that you begin to learn your favorites as you use them. Before long, your fingers will tap them out automatically.

If a substantial portion of your brain is occupied by keyboard shortcuts from previous versions of Word, never fear. Most of those old commands still work—including Ctrl+B for Bold, Ctrl+N for new document, and F7 for spell checking.

The Many Ways to Save Documents

It's the Microsoft Way to give you multiple ways to do most everything. Whether that's because the company's programmers believe in giving you lots of choices, or because they can't make up their minds about the best way to do something is a question best left to the philosophers. But the point is, you do have a choice. You don't have to memorize every keystroke, button, and command. Especially with saving, the important thing is to find a way you like and stick with it. Here's a list of some ways you can save the document you're working on:

Saving by keyboard shortcut

- **Ctrl+S**. If you're an old hand at Word, this keyboard shortcut may already be burned in your brain. It still works with Word and other Office programs. This command quickly saves the document and lets you get back to work.
- **Alt+F, S**. This keyboard shortcut does the exact same thing as Ctrl+S. Unlike Ctrl+S, though, you get visual reminders of which keys to press when you press the Alt key. See the box above.

Saving by menu command

- **Office button → Save**. If you don't want to use keyboard shortcuts, you can mouse your way to the same place using menus. Like the options above, this command saves your file with its current name.
- **Office button → Save As**. The Save As option lets you save your file with a new name (Figure 1-17). When you use this command, you create a new document with a new name that includes any changes you've made. (The individual steps are described in the next section.)

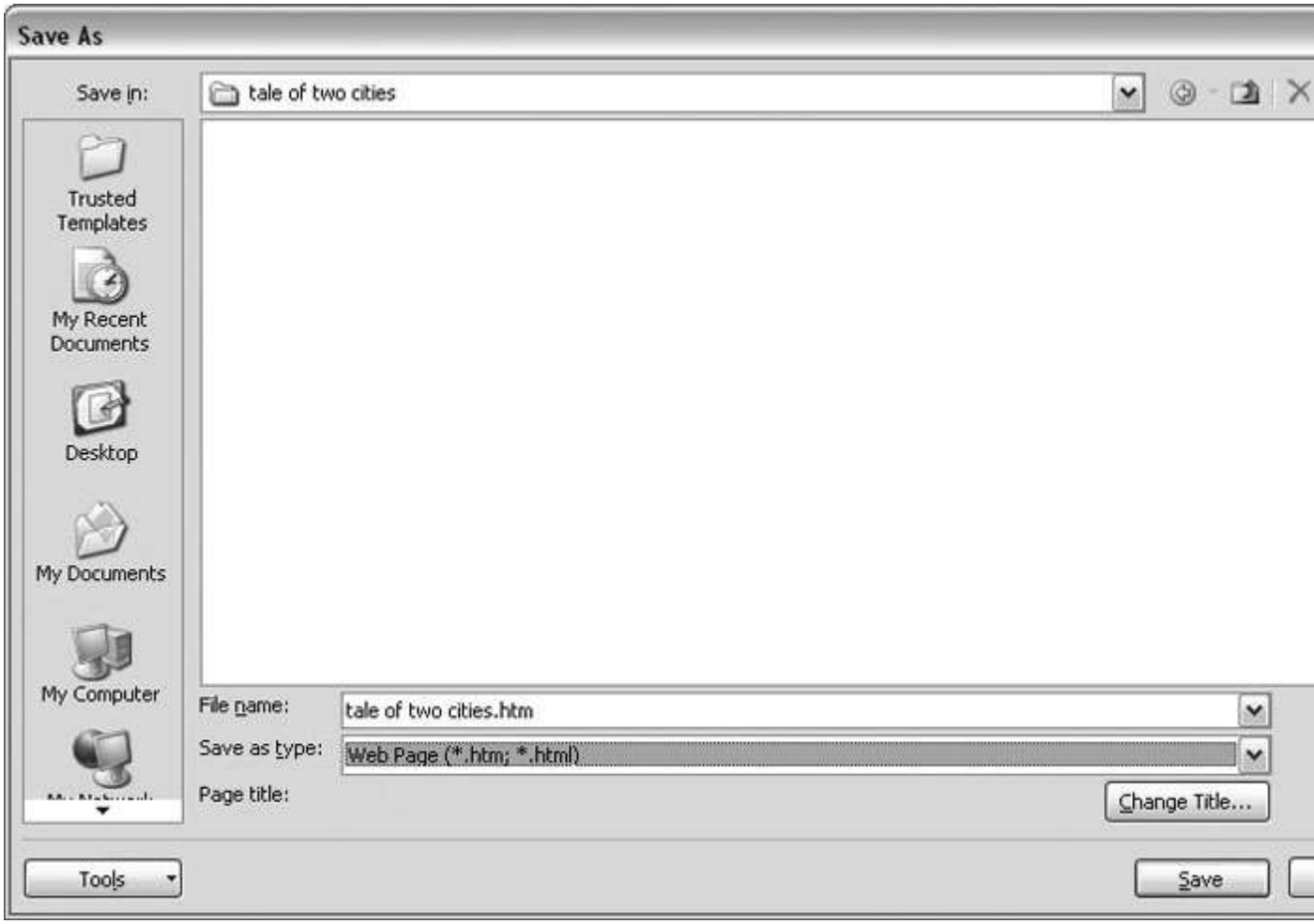


Figure 1-17. Use Office button → Save As to save your file with a new name or in a different file format. In this example, the Word file tale of two cities is being saved as an HTML type file—a format used for Web pages.

- **Office button** → **Close**. When you close a document, Word checks to see if you've made any changes to the file. When you've made changes, Word always asks whether you'd like to save the document (Figure 1-18).

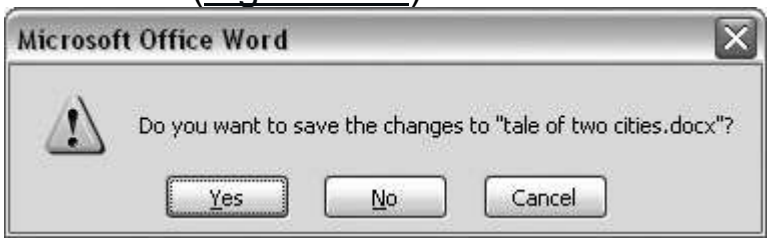


Figure 1-18. When you see this message box, you have three choices: Yes saves your document before closing it; No closes your document without saving it; Cancel leaves your document open without saving it.

Saving with a new name

When you save a new document or save a document with a new name (Save As), you've got three things to consider: a filename, a file location, and a file format.

POWER USERS' CLINIC: PREVENTING AND RECOVERING FROM DISASTER

Lightning strikes. Children trip over power cords. Computers crash. Saving your work frequently and keeping backup copies of your documents are important safeguards. You can have Word save backup copies every time you save a document, so you always have the last two versions of your work stored on your computer. Word doesn't automatically save backup copies of your files, but it's easy enough to change this setting. Click the Office button, and then click Word Options at the bottom of the box.

After the Word Options dialog box opens, scroll down to the Save group, and turn on the "Always create backup copy" checkbox. Choose Office button → Open to find and open your backup file (Figure 1-19).

When disaster strikes in spite of your meticulous preventive measures, Word can help too. Word's new file formats have been designed to be easier to recover and repair. In many cases, if a picture or a table is corrupted in the file, you can still retrieve everything else (Figure 1-20).

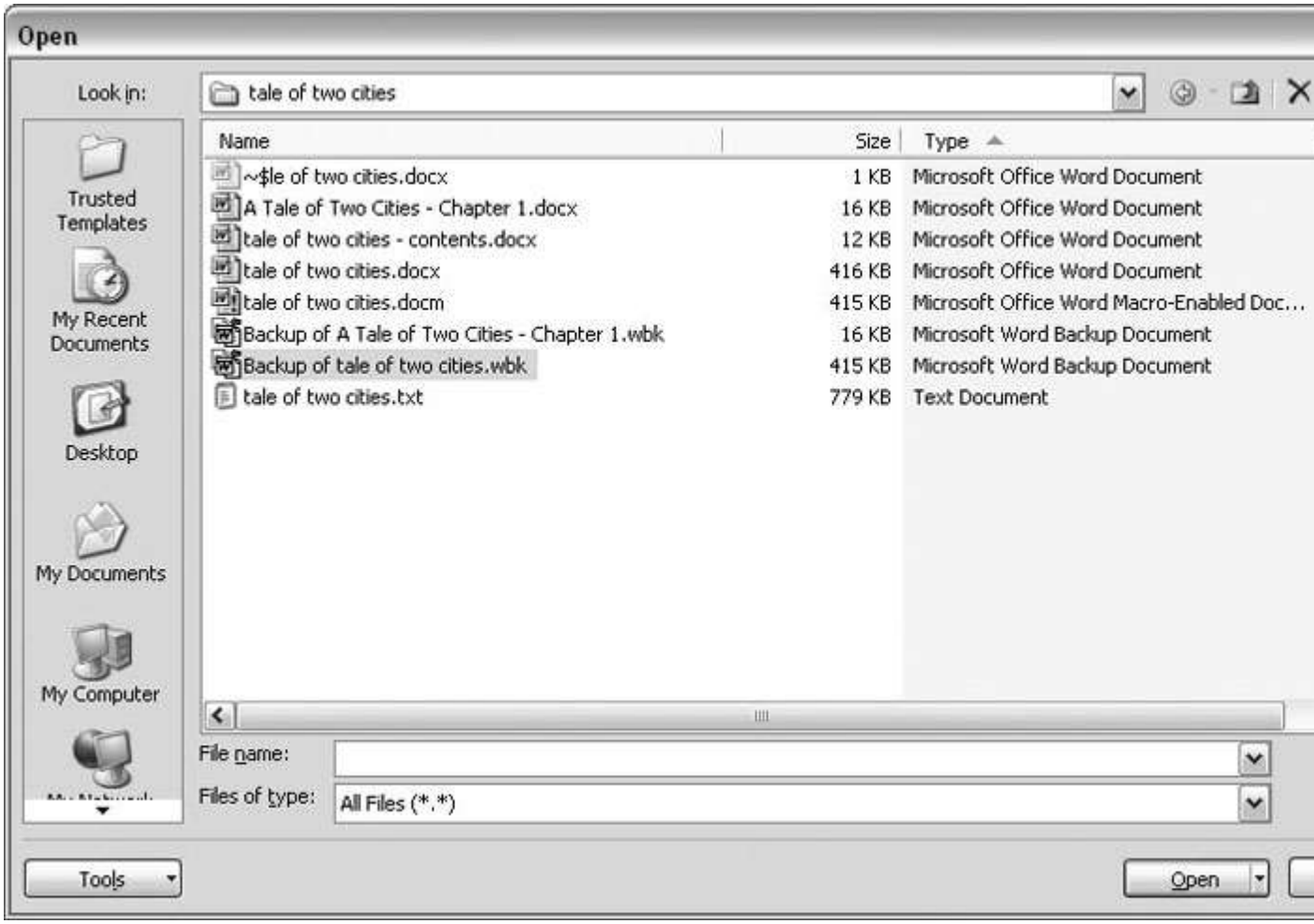


Figure 1-19. To open a backup file, choose All Files (.*) in the "Files of type" drop-down menu at the bottom of the Open dialog box. Look for a file that begins with the words "Backup of." Double-click to open the file.*

Here are the steps for saving a file, complete with a new name:

1. **Choose Office button → Save As to open the Save As box**.

You use the Save As command when you're saving a file with a new name. Word also displays the Save As box the first time you save a new document.

2. **Use the "Save in" drop-down list or double-click to open folders in the window to find a location to store your file**.

The buttons in the upper-right corner can also help you navigate. See the details in Figure 1-21. Word doesn't care where you save your files, so you can choose your desktop or any folder on your computer.

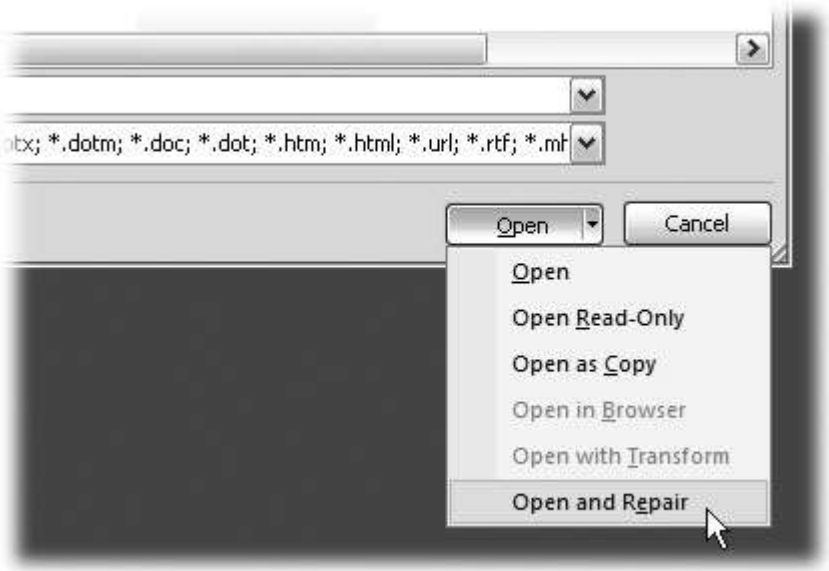


Figure 1-20. When you can't open a file with a normal Open command, click the arrow to the right of the Open button, and choose Open and Repair from the drop-down menu. Some parts of your file may still be damaged, but you can usually recover most of your work.

TIP

The more files you save on your computer, the more helpful it is to have a logical folder and file system. If you keep hundreds of Word documents, you may want to have different folders named: letters, memos, reports, and newsletters.

3. **At the bottom of the Save As dialog box, type a name in the File name box**.

Word accepts long names, so you don't need to skimp. Use a descriptive name that will help you identify the file two weeks or two years from now. A good name saves you time in the long run.

4. **Use the "Save as type" box to choose a file type**.

In most cases you don't need to change the file type. Word automatically selects either *.docx* or *.docm* depending on the contents of your file, but Word can save files in over a dozen different formats. If you're sharing the file with someone who's using an older version of Word, then choose Word 97-2003 Document to save the document in .doc format. If you're sharing with someone who uses a Mac or Linux computer, then you may want to use the more universal Rich Text Format (.rtf).

TIP

If you want to use your document as a template in the future, then choose Word Template (.dotx). Use the Word Macro-Enabled format (.dotm) if you've created any macros (Section 19.2).

Unless you're sharing your file with someone using an older version of Word or a different operating system or making a template, stick with the new standard Word file types .docx (for normal Word files) and .docm (for files that run macros). See the box in Section 1.2.3 for a complete rundown.

5. **Click Save**.

Word does the rest. All you need to do is remember where you saved your work.

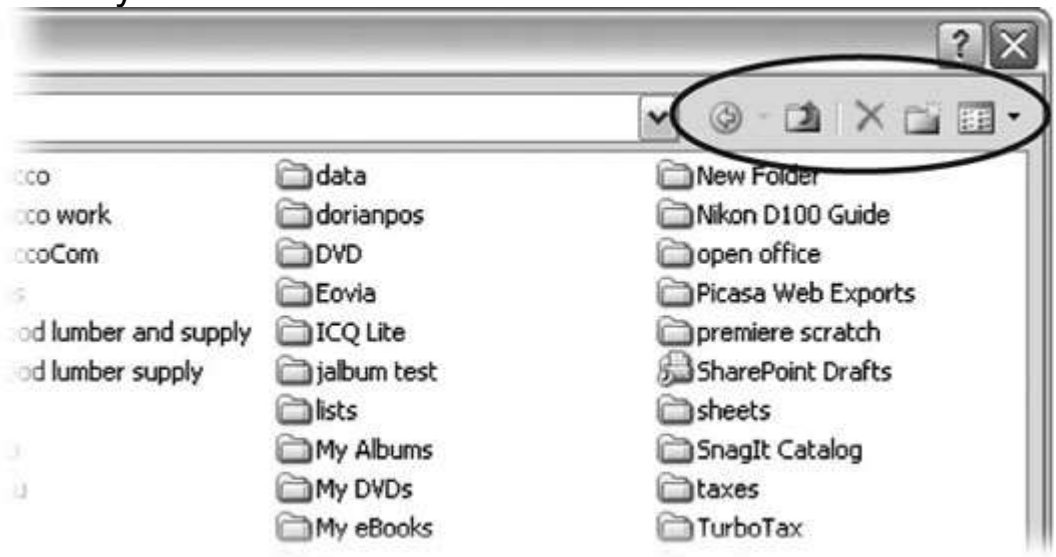


Figure 1-21. The Save As dialog box has all the controls you need to navigate to any location on your computer—including five nifty buttons in the upper-right corner. From left to right: The left arrow button steps you backward through your past locations (just like the back button in a Web browser). The up arrow takes you out to the folder enclosing the one you're in now. The X button deletes folders and files—be careful with it. Click the folder with the star in the corner to create a new folder.

UP TO SPEED: UNDERSTANDING WORD FILE TYPES

When you save your first file in Word 2007, you'll find a bewildering array of file types. Don't sweat it—you'll use some new file types on the list frequently, but you'll probably ignore a lot of types. The two you'll use most often are .**docx** and .**docm**.

- .**docx**. New format for most Word documents. Pre-2007 versions of Word can't open these documents without the help of the Office Compatibility Pack, as described in the box in Section 1.2.3.
- .**docm**. New format for Word documents containing macros. (Microsoft is making an effort to increase computer security by reining in Office macros.)
- .**dotx**. New format for templates.
- .**dotm**. New format for templates containing macros.
- .**doc**. Format for all the previous versions of Word including: Word 6.0, Word 95, and Word 97-2003.
- .**dot**. The template format for previous versions of Word.
- .**pdf**. Adobe Reader (also known as Acrobat) files. PDF stands for Portable Document Format.
- .**xps**. XML Paper specification. As explained in Section 17.5.1, this format is Microsoft's answer to PDF for creating documents that anyone can open on any computer.
- .**mhtm, .mhtml**. Single file Web page. In other words, all the files that make up a Web page (including images) are contained in one single file. (There's no difference between .mhtm and .mhtml files; they're just four-letter and five-letter versions of the same filename extension.)
- .**htm, .html**. Standard Web page format. This format is for the Web pages you see on the Internet. When the page includes photos or other files, links on the page

point to those external files. (There's no difference between .htm and .html; both mean the same thing.)

- .**rtf**. Rich Text Format, a file format used to exchange files with other word processors and other types of computers like Macs and Linux computers.
- .**txt**. This plain text format doesn't have a lot of the formatting you can do in Word. It makes for a nice, small file size, and you can open it on any computer, but it's not pretty.
- .**xml**. eXtensible Markup Language is a standard language for describing many different types of data.

.**wps**. This format indicates a document created in Office's little sibling, Microsoft Works.

Q6 b) Write steps regarding followings

 To change the font style

 To change the font size

 To change the font color

To highlight (in yellow) the line that reads "need to get IMS's address".

".

ANS. Did you mean: Write steps regarding ***following*** To change the font style

Search Results

Featured snippet from the web

To change the font, follow these steps:

- Click the Home tab and then select the text you want to **change**.
- Click the **Font** list box. A list of available **fonts on** your computer appears.
- Move the mouse pointer over each **font**. ...
- Click the **font** you want to use.

To make your font size smaller or larger:

1. Open your device's Settings app.
2. Tap Accessibility, then tap **Font size**.
3. Use the slider to choose your **font size**.

Select the **text** that you want to **change**. On the Home tab, in the **Font** group, choose the arrow next to **Font Color**, and then select a **color**. You can also use the formatting options on the Mini toolbar to quickly format **text**. The Mini toolbar appears automatically when you select **text**.

Q7. Create a file in MS-Word for the following document and save it with file name ‘ms_word’. Describeall steps involved in it.

ANS. Did you mean: Q7. Create a file in MS-Word for the following document and save it with file name ‘***ms word***’. Describe all steps involved in it.

Search Results

Web results

How to Create, Open, and Save New Microsoft Word ...

business.tutsplus.com › tutorials › create-open-save-wor...

1.

Oct 16, 2019 — Even if you've never **used MS Word** before, you'll find that it only ... How to **Create**, Open, and **Save** New **Microsoft Word Document Files** ... In the process, you'll learn the answers to the **following**: ... on Windows, the **steps** will be similar, albeit with different **names** for ... This is the business letter **all** done:.

Missing: ~~Q7.~~ | Must include: Q7.

1. Creating, Opening, and Saving Documents - Word 2007 ...

www.oreilly.com › library › view › word-2007-the

1. **Creating**, Opening, and **Saving Documents Every** Word project you ... If you've **used** Word before, then you're probably familiar with opening and **saving** ... To start Word, choose Start → **All** Programs → **Microsoft Office** → **Microsoft Office** Word. ... Once open, the **file's name** is something like Document2.docx instead of the ...

   Missing: ~~Q7.~~ | Must include: Q7.

   You visited this page on 6/10/20.

Use Word to open or save a document in the OpenDocument ...

support.microsoft.com › en-us › office › use-word-to-o...

1. **Save** a **Word document** in OpenDocument Text format. Click the **File** tab. Click **Save** As. Click Browse, and then select the location where you want to **save** your **file**. In the **Save** as type list, click OpenDocument Text. Give your **file** a **name**, and then **save**

Feedback

Web results

Create and Save a Document

psychology230.tripod.com › canyons_online

1.
2. To **create** and **save** a **document** as a .**doc file**: ... menu to "Programs"; **follow** to **Microsoft Office** (or other Microsoft operating system **used**), and to "**Microsoft Word**.

   Missing: ~~Q7.~~ ~~'ms_word'.~~

Open, Save, or Close a Document in ... - Microsoft Word Tutorial

infobitt.blogspot.com › 2010/06 › open-save-save-doc...

1.
2. Here are the **steps involved** in opening/retrieving a **saved document/file** in Word ... When you open a **file** as a copy, a duplicate of the **file** is **created** in the older that ...
   To **save** the **document** with a different **filename**, you must use the **Save** As ... For a comprehensive list of **all** keyboard shortcuts in **Microsoft Word**, click here, ...

   Missing: ~~Q7.~~ | Must include: Q7.

Saving Assignment Documents: Student Orientation Tutorial ...

rutgers.instructure.com › courses › pages › saving-assig...

1. **Microsoft Word** is often the preferred word processing program for **creating** ... If you submit **documents** not in the Word or rich text **file** format, instructors may not ... **Follow** the **steps** below to do so. **Steps** to **Save** OpenOffice **Documents** as Word **Documents** ... You may want to **create** a folder to **store all** your class assignments.

   Missing: ~~Q7.~~ ~~'ms_word'.~~

Microsoft Word - Wikipedia

en.wikipedia.org › wiki › Microsoft_Word

1.
2. **Microsoft Word** is a word processor developed by Microsoft. It was first released on October 25, 1983 under the **name** Multi-Tool Word for ... Advertisements depicted the Microsoft Mouse, and **described** Word as a WYSIWYG, ... Word **files** are commonly **used** as the format for sending text **documents** via e-mail because almost ...

   Q8. Create a file in MS-word for the following document and save it with file name ‘equations’. Describeall steps involved in it.

   ANS.

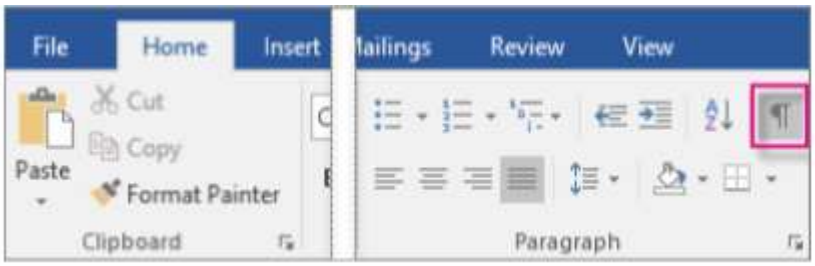
Q9. Create a file in MS-word that convert existing highlight text to table as shown below and save it asfile name ‘text_to_table’. Describe all steps involved in it.

Ans. Convert text to a table or a table to text

To convert text to a table or a table to text, start by clicking

the Show/Hide paragraph mark on the Home tab so you can

see how text is separated in your document.



Convert text to a table

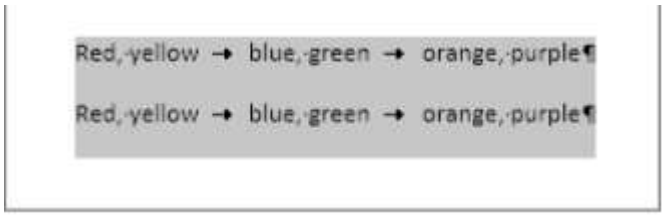
1. Insert separator characters—such as commas or tabs—to indicate where to

divide the text into table columns.

2. Use paragraph marks to indicate where you want to begin a new table row.

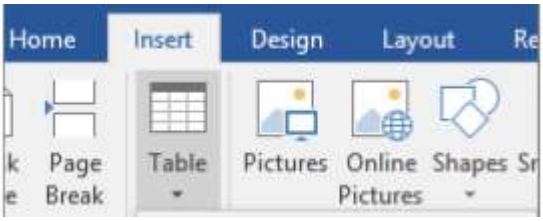
3. In this example, the tabs and paragraph marks will produce a table with 3

columns and 2 rows:

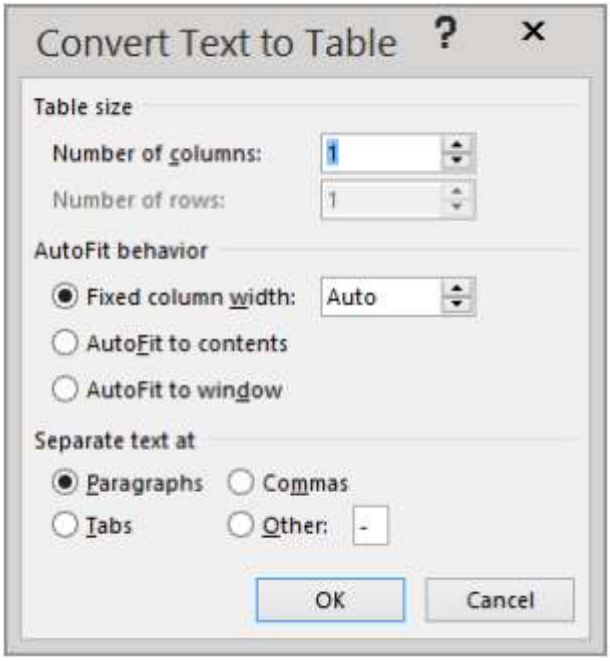


Select the text that you want to convert, and then
click Insert > Table > Convert Text to

Table.



In the Convert Text to Table box, choose the options you want.



Under Table size, make sure the numbers match the numbers of columns and rows

you want.

Under AutoFit behavior, choose how you want your table to look. Word

automatically chooses a width for the table columns. If you want a different column

width, choose one of these options:

1. Under Separate text at, choose the separator character you used in the text.

2. Click OK. The text converted to a table should look something like this:

Red, yellow	blue, green	orange, purple
Red, yellow	blue, green	orange, purple

Q10. Create a file in MS-Word to insert a table in the document. Describe all steps involved in it. Create a document

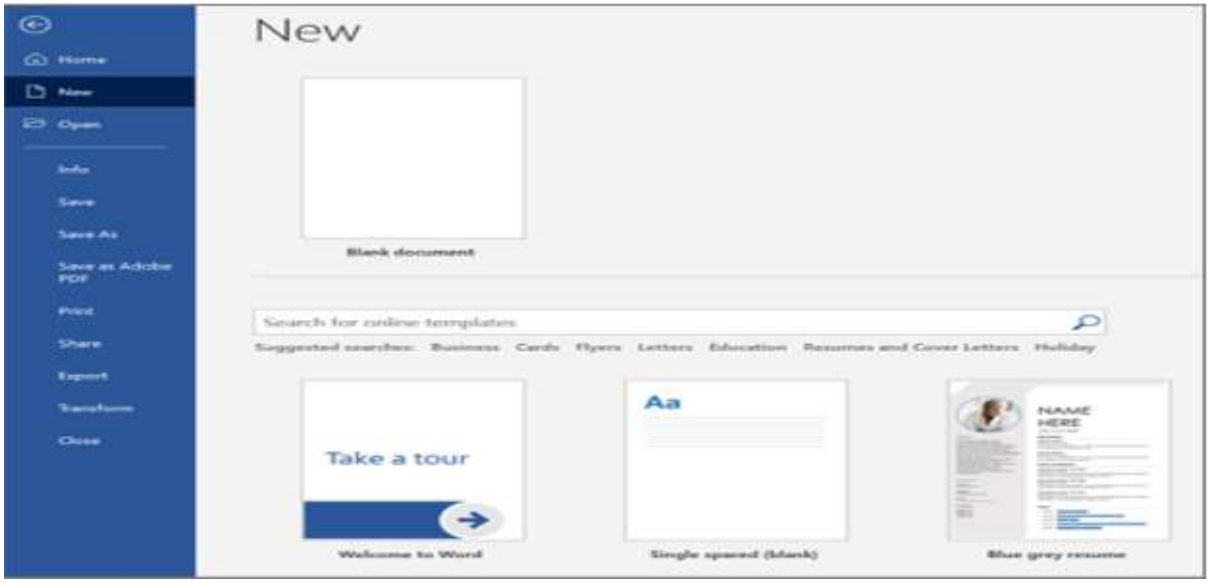
ANS.

1. On the File tab, click New.

2. In the Search for online templates box, enter the

type of document you want to create and press

ENTER.



Editing

Word provides many options to customize the process of editing documents. There are several views

and tools in Word that allow you to make and see changes to your document in a preferable method.

The following Editing articles will also explain how to utilize the Review tab of the ribbon, which is

crucial to personalizing the editing process in Word.

Q11. Create a following worksheet in MS-excel and save it with name ‘book1’.

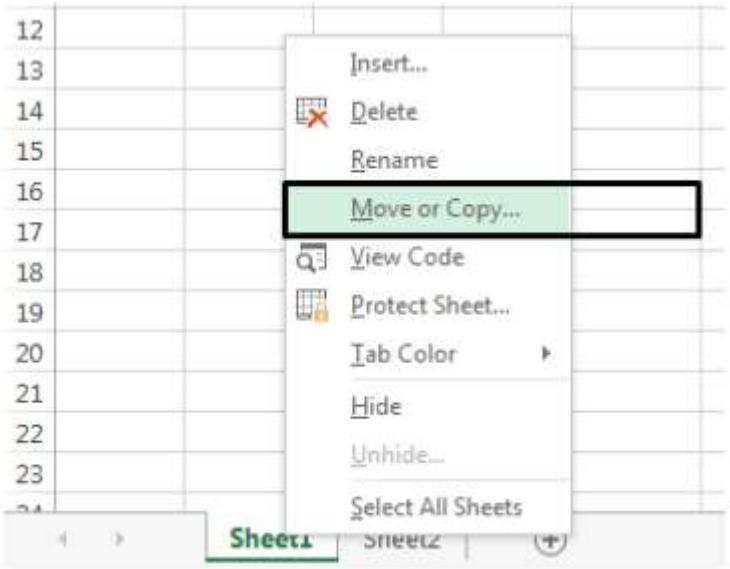
Ans. Save a worksheet

When you have multiple worksheets in an Excel workbook, you might want to save only one worksheet as its own workbook. Use the Move or Copy function to save one worksheet in Excel 2013 or Excel 2016.

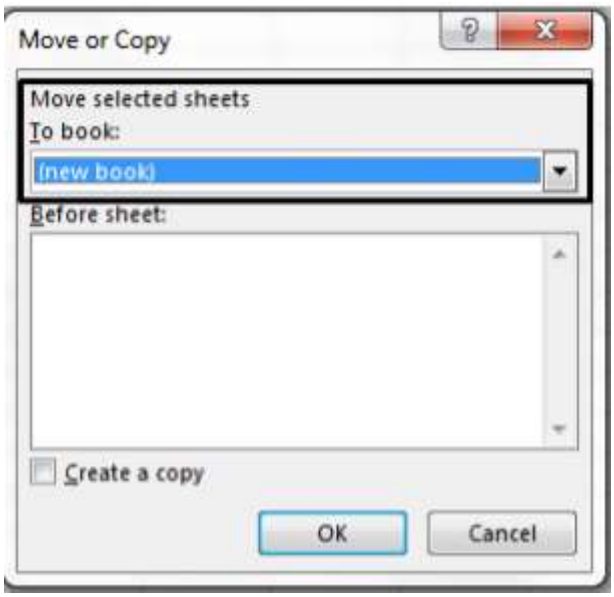
Save a single worksheet

1. Right-click the worksheet name tab.

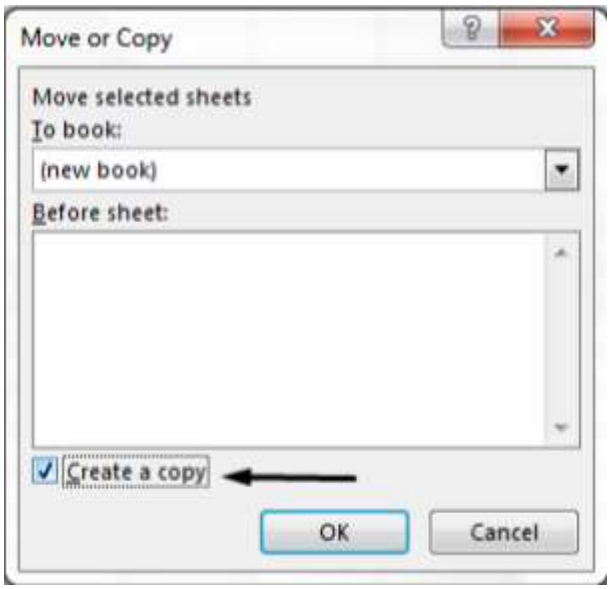
2. Click select Move or Copy.



3. Click on the Move selected sheets to Book drop-down menu. Select (new book).



4. Click OK. Your new workbook opens with your moved worksheet.



Click File > Save in your new workbook.

Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no

ANS. 1. the sum of the marks using AutoSum in a range of cells (C2:C11)

The SUM function adds values. You can add individual values, cell

references or ranges or a mix of all three.

=SUM(A2:A10) Adds the values in cells A2:10

2. average of the marks in a range of cells (C2:C11)

Returns the average (arithmetic mean) of the arguments. For example, if

the range A1:A20 contains numbers, the

formula =AVERAGE(A1:A20) returns the average of those numbers

3. highest marks in a range of cells (C2:C11)

MAX will return the largest value in a given list of arguments. From a given

set of numeric values, it will return the highest value. Unlike MAXA function,

the MAX function will count numbers but ignore empty cells, text, the logical

values TRUE and FALSE, and text values.

=MAX(number1, [number2], …)

4. minimum marks in a range of cells (C2:C11)

The Microsoft Excel MIN function returns the smallest value from the

numbers provided.

=MIN(A2, A3)

Q13 a) Describe various steps involved in the following

ANS. 1. To modify column width of a worksheet

If you find yourself needing to expand or reduce Excel's row widths and column heights,

there are several ways to adjust them. The table below shows the minimum, maximum and

default sizes for each based on a point scale.

2. To modify the row height of a worksheet

If you find yourself needing to expand or reduce Excel's row widths and column heights,

there are several ways to adjust them. The table below shows the minimum, maximum and

default sizes for each based on a point scale.

3. To delete rows and columns of a worksheet

Insert or delete a column

1. Select any cell within the column, then go to Home > Insert > Insert

Sheet Columns or Delete Sheet Columns.

2. Alternatively, right-click the top of the column, and then

select Insert or Delete.

Insert or delete a row

1. Select any cell within the row, then go to Home > Insert > Insert

Sheet Rows or Delete Sheet Rows.

2. Alternatively, right-click the row number, and then

select Insert or Delete.

Q13 b) Describe following terms in the worksheet

ANS. 1. Absolute reference and relative reference in

formula

Relative references

By default, all cell references are relative references. When copied across multiple cells, they change based on the relative position of rows and columns. For example, if you copy the formula =A1+B1 from row 1 to row 2, the formula will become =A2+B2. Relative references are especially convenient whenever you need to repeat the same calculation across multiple rows or columns.

2. Cell address

What is the Cell ADDRESS Function?

The cell ADDRESS function is categorized under Excel Lookup and Reference functions. It will provide a cell reference (its “address”) by taking the row number and column letter. The cell reference will be provided as a string of text. The function can return an address in a relative or absolute format and can be used to construct a cell reference inside a formula.

As a financial analyst, cell ADDRESS can be used to convert a column number to a letter, or vice versa. We can use the function to address the first cell or last cell in a range.

Formula

=ADDRESS(row_num, column_num, [abs_num], [a1], [sheet_text]

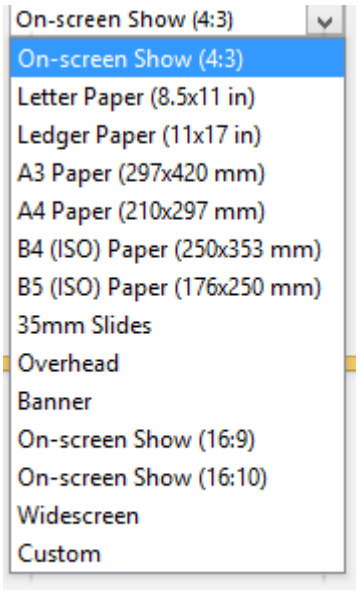
Q14. a) What tools are available to customize our PowerPoint presentation?

ANS. Customize presentation options and views

Changing page setup options

Presentations are created mainly to project either on a projector or more and more frequently to a plasma or TV screen. There are times when a presentation can be created for delivery in different formats.

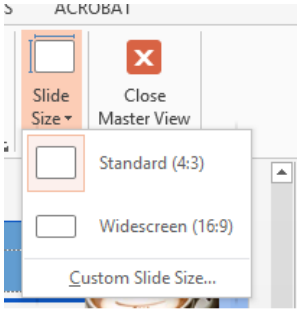
- On-screen show (4:3)
- Letter Paper (8.5 x 11 in)
- Ledger Paper (11 x 17 in)
- A3 Paper (297 x 420 mm)
- A4 Paper (210 x 297 mm)
- B4 (ISO) Paper (250 x 353 mm)
- B5 (ISO) Paper (176 x 250 mm)
- 35mm Slides
- Overhead
- Banner
- On-screen Show (16:9)
- On-screen Show (16:10)
- Widescreen
- Custom



Slide Sizes

To select a slide size other than the standard one:

1. In Slide Master View
2. Click on Slide Size
3. Select from one of the two options
4. For more choices, click Custom
5. Select one of the options



Slide Size

Figure 89- standard or widescreen

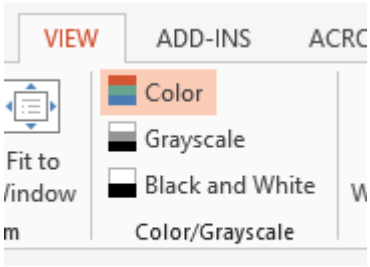
Slide Size box

Figure 90 – other options

If you change the orientation to Portrait for the presentation it will apply to all the slides.

Changing to view in color/grayscale

Why change to view the presentation in grayscale? You might want to print the presentation and to print in colour is more expensive than printing to greyscale, so you need to see what the presentation looks like in grayscale before you print.

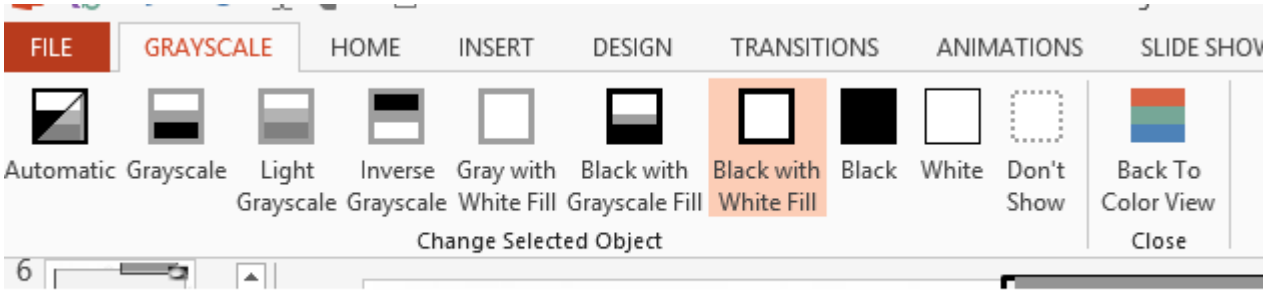


View Grayscale

Figure 91- colour/grayscale options

On the View Ribbon, click on the option you want, Colour, Grayscale or Black and White.

Then from the Grayscale Ribbon select the option you want to see:



Grayscale Ribbon

Figure 92- grayscale options

To get back to the colour view, click Back to Colour View.

Navigating using presentation views

There are several different views in PowerPoint as we saw earlier and you can navigate through the presentation in each in different ways.

In Normal View

- Click on the thumbnail of the slide you want to see
- Use the Vertical Scrollbar to move between slides
- Use the up and down arrow keys on the keyboard to move one slide backwards or forwards

In Slide Sorter View

- Click on the slide you want to select
- Use the arrow keys to move up, down, left and right

In Reading View

Use the next and back icons in the status bar to move back or forwards or use the menu which is accessed from the icon in the middle

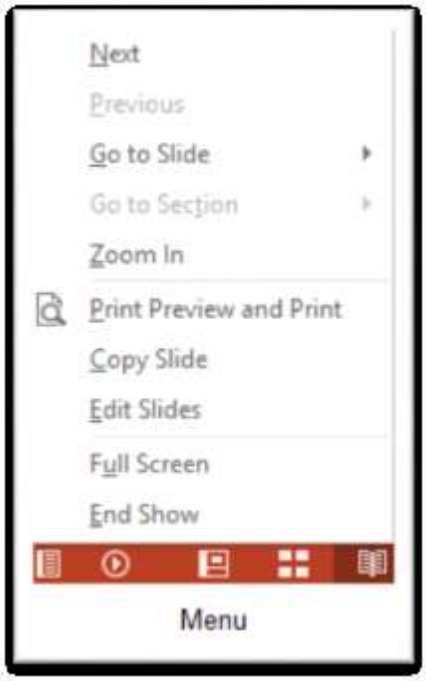


Figure 93- reading view

Pick from the menu – you can use Go to Slide to pick the slide number

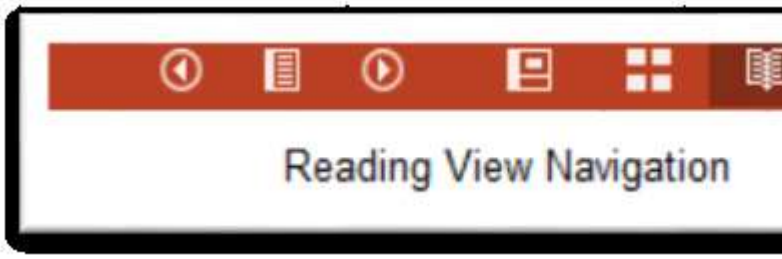


Figure 94 – icons

Back and Next icons move between slides.

In Slide Show view

When presenting you can use the mouse or the arrows on the keyboard to move through the presentation one slide at a time.

You can also type the number of the slide you want to see and press Enter.

When you hover the mouse over the bottom left corner of the slide on display you will notice some faint icons, there is a back arrow and forward arrow which move you through one slide at a time.

Figure 95- slide show icons

Use the fourth icon along to show the slides in a presentation view of Slide Sorter View. This lays the slides on the screen and you can click on the one you want to see

Figure 96- Slide Sorter in presentation view

Use the back arrow at the top left to get back to the slide you started from.

To end the slide show, press the Escape Key on the keyboard – this takes you back to PowerPoint in the edit mode which means that your audience will see the back end of your presentation.

You can also use the End Presentation option which is on the small ellipse icon on the bottom left of the slide when you hover the mouse.

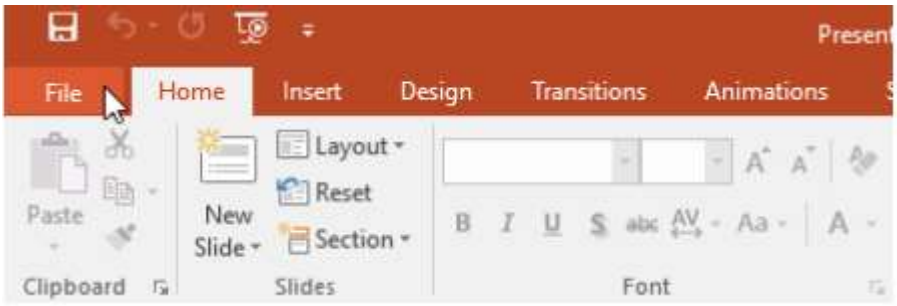
Q14 b) Write the steps for the following action for creation of power point presentation

ANS. 1. Open a Blank presentation

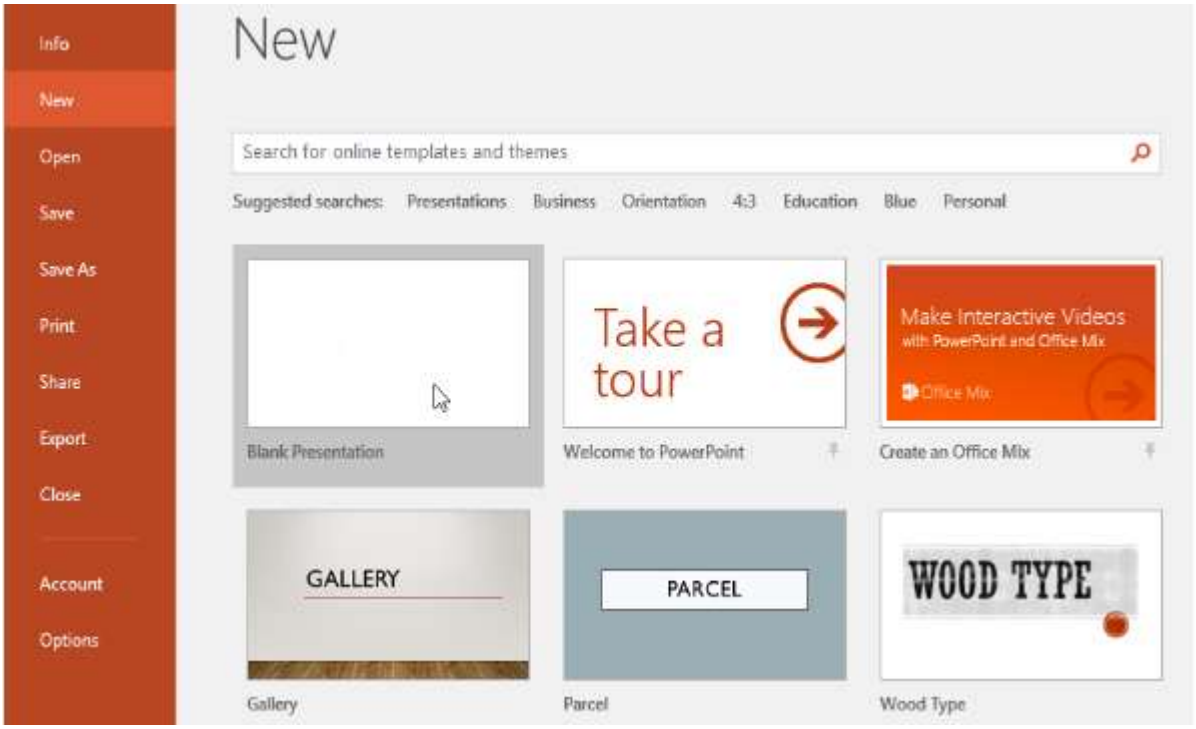
To create a new presentation:

When beginning a new project in PowerPoint, you'll often want to start with a new blank presentation.

1. Select the File tab to go to Backstage view.



2. Select New on the left side of the window, then click Blank Presentation.



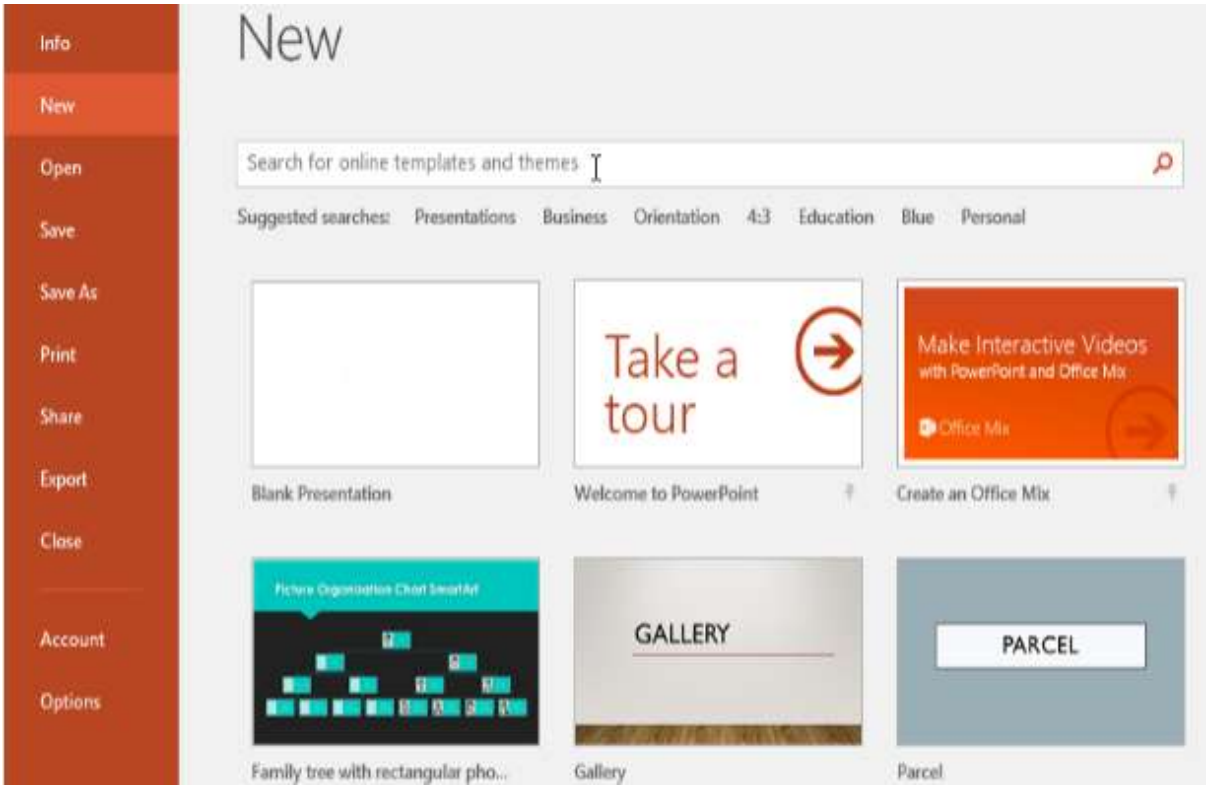
3. A new presentation will appear.

To create a new presentation from a template:

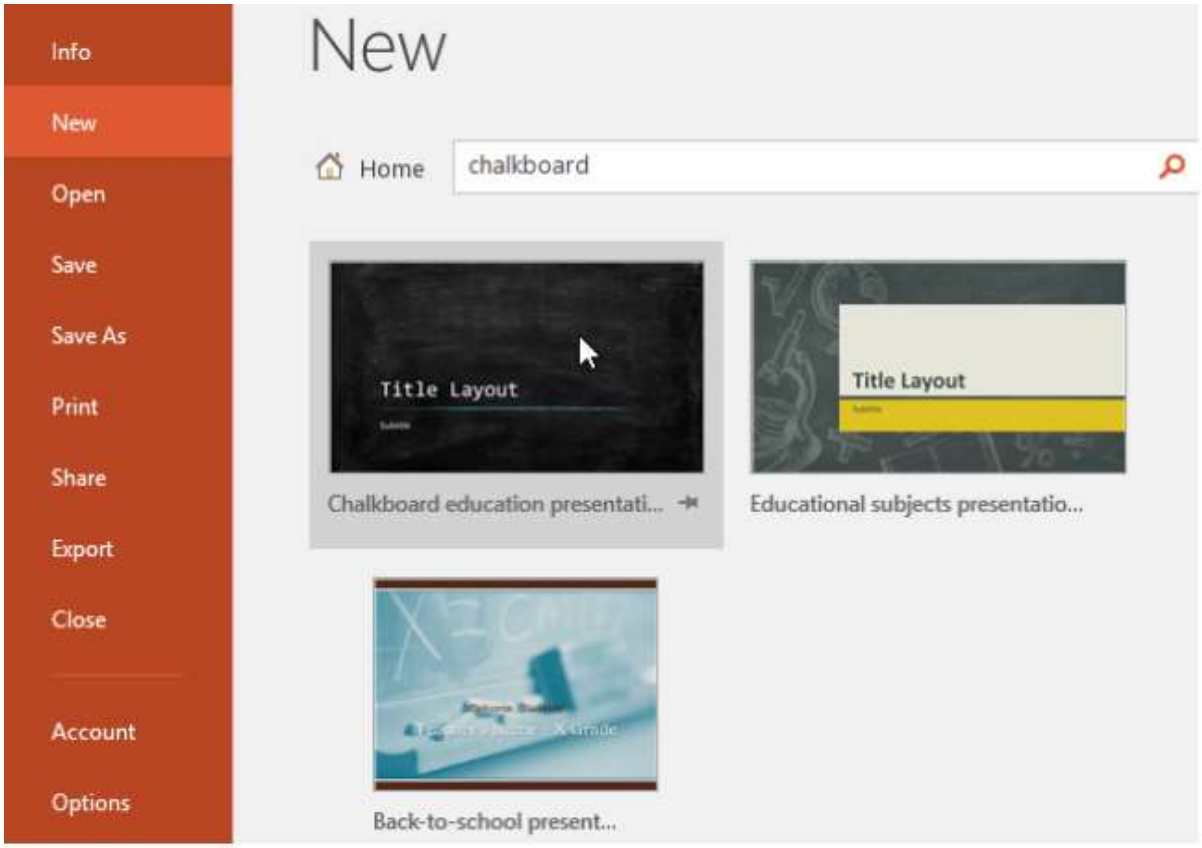
A template is a predesigned presentation you can use to create a new slide show quickly. Templates often include custom formatting and designs, so they can save you a lot of time and effort when starting a new project.

1. Click the File tab to access Backstage view, then select New.

2. You can click a suggested search to find templates or use the search bar to find something more specific. In our example, we'll search for the keyword chalkboard.



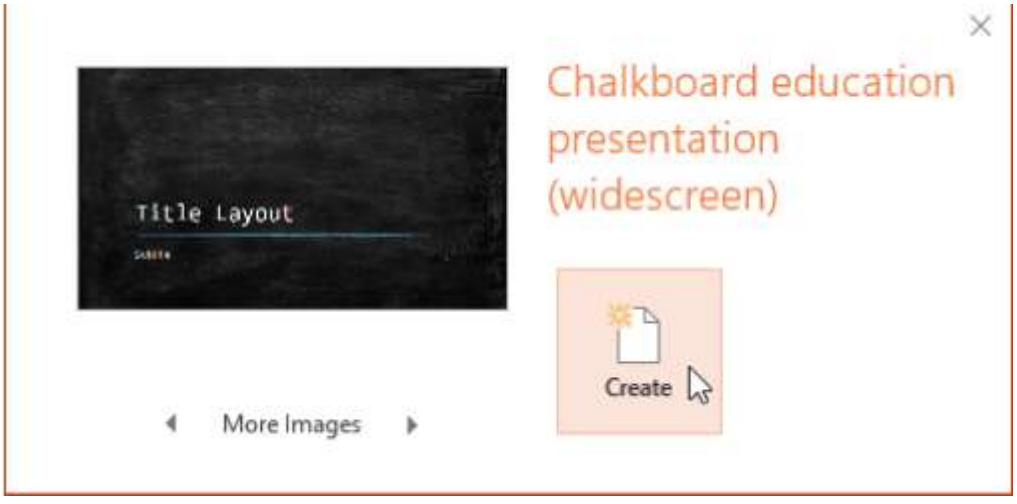
3. Select a template to review it.



1. A preview of the template will appear, along with additional

information on how the template can be used.

2. Click Create to use the selected template.



3. A new presentation will appear with the selected template.

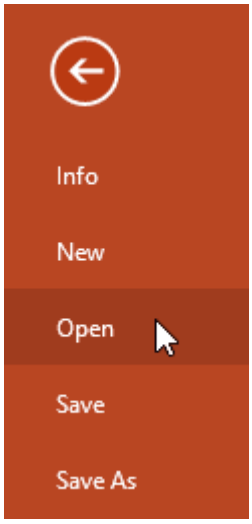
It's important to note that not all templates are created by Microsoft.

Many are created by third-party providers and even individual users, so some templates may work better than others.

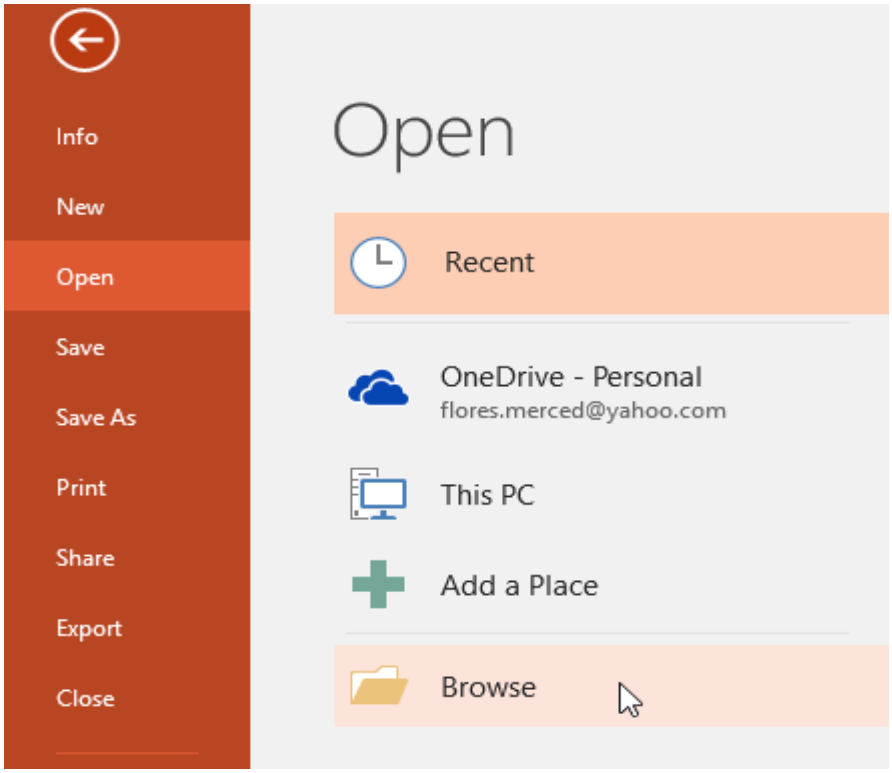
To open an existing presentation:

In addition to creating new presentations, you'll often need to open a presentation that was previously saved. To learn more about saving presentations, visit our lesson on Saving Presentations.

1. Select the File tab to go to Backstage view, then click Open.

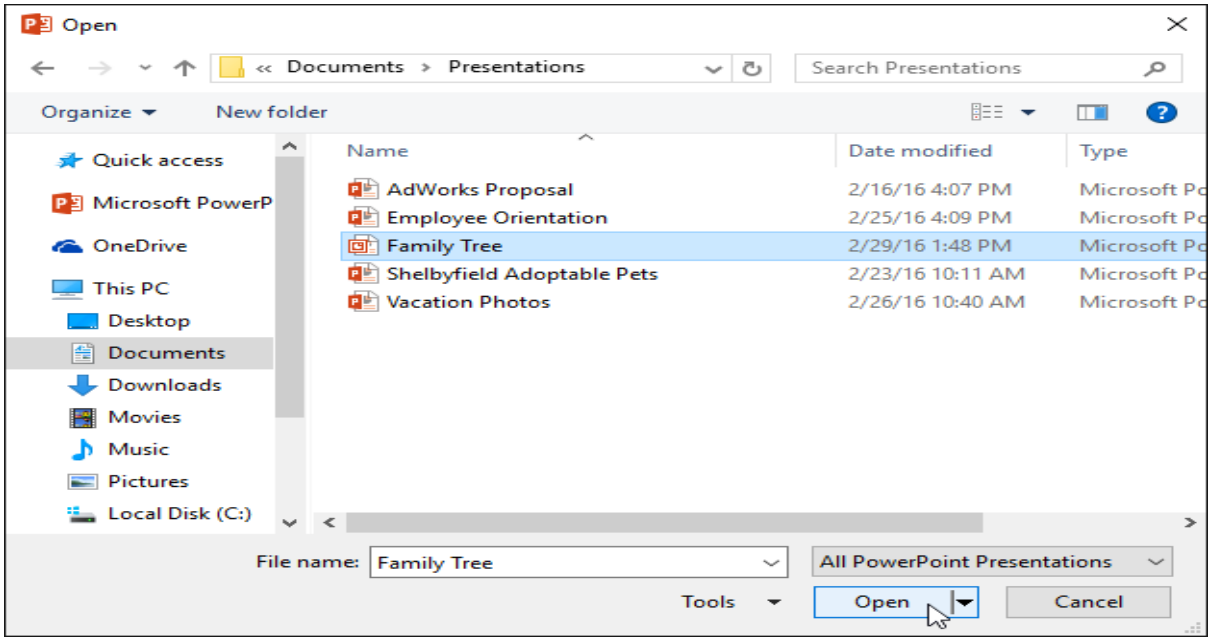


2. Click Browse. Alternatively, you can choose OneDrive to open files stored on your OneDrive.



3. The Open dialog box will appear. Locate and select

your presentation, then click Open.



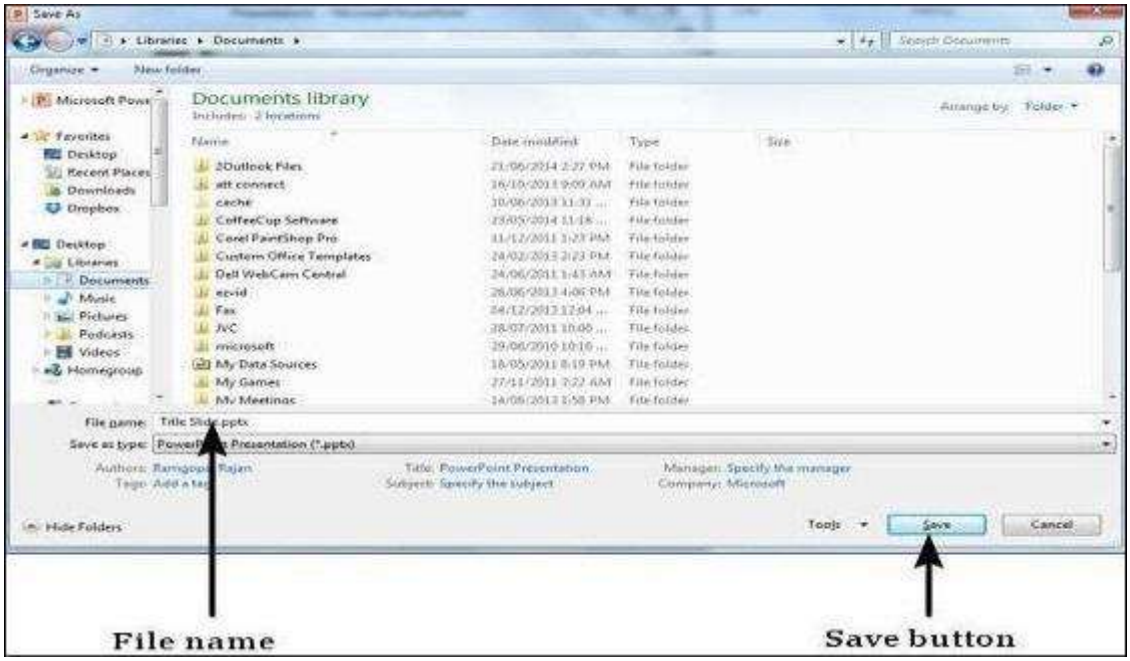
2. Save the presentation as Lab1.pptx

Ans.

 One of the most basic tasks in PowerPoint is being able to save your work; this is probably the most important task as well. There are many users who have burnt their fingers for not saving their work in time and losing hours of hard work. The following are the basic steps to save a presentation.

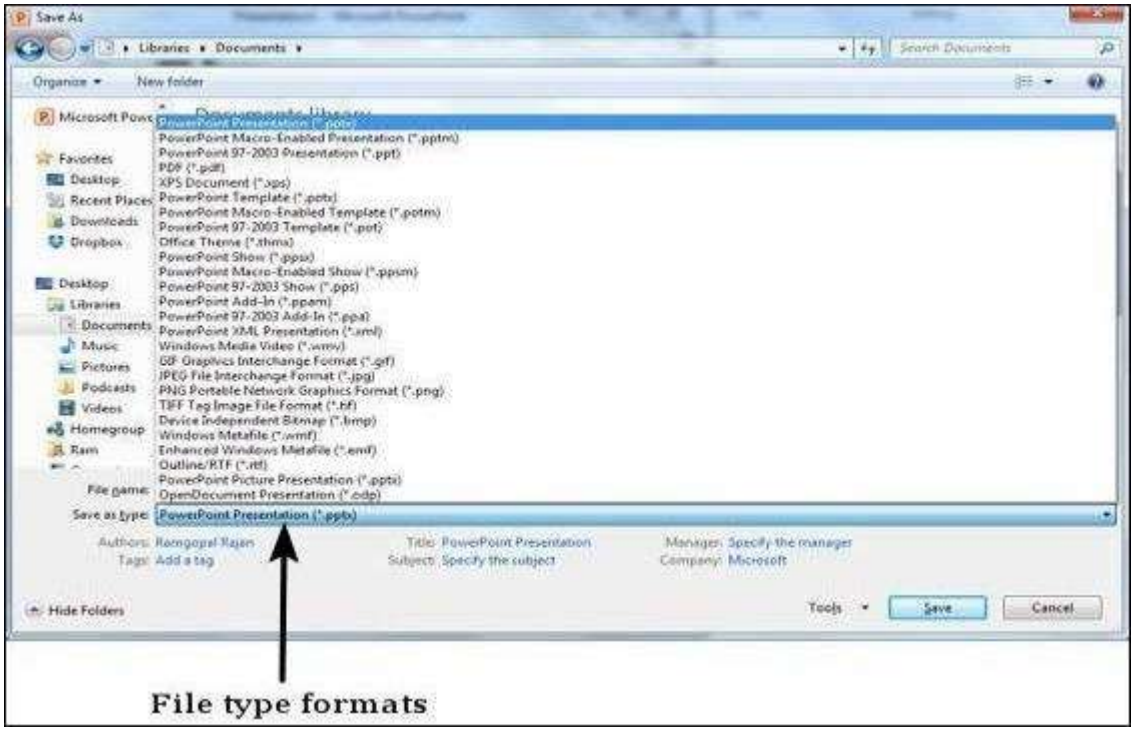
 Step 1 − Click on the File tab to launch the Backstage view and select Save.

Step 2 − In the Save As dialog, type in the file name and click "Save"



Step 3 − The default file format is .pptx. If you want to save the file with a different name,

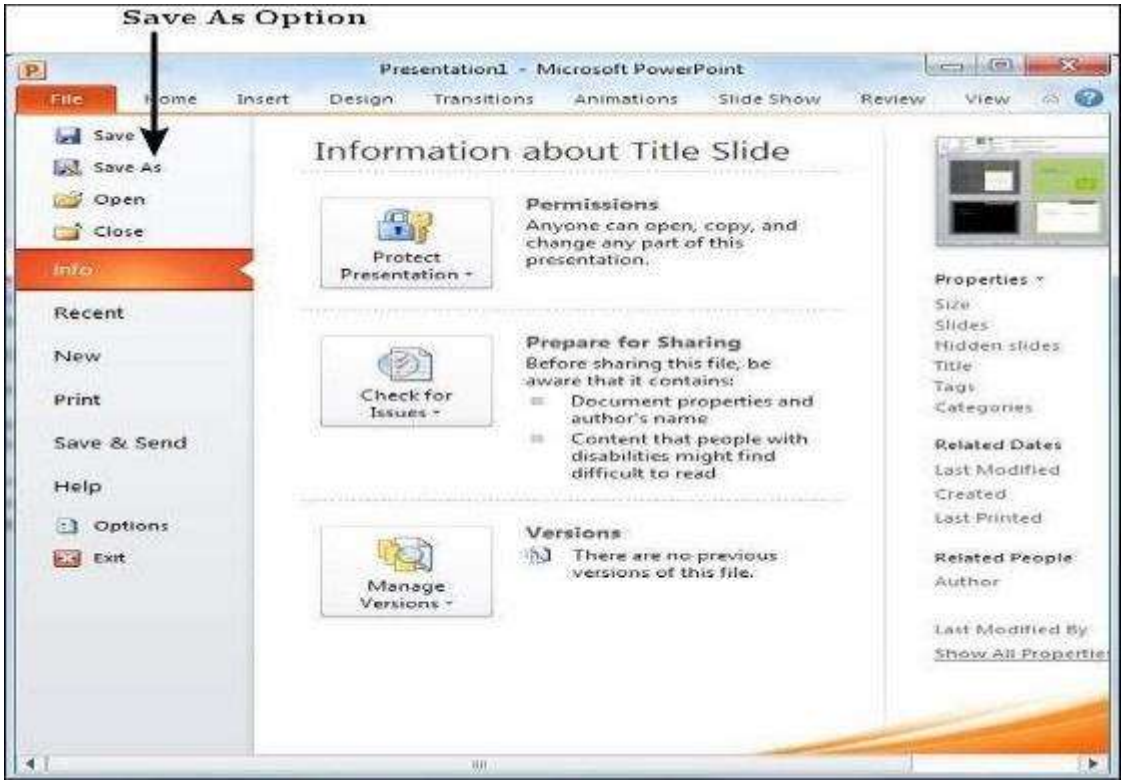
choose one of the file types from the "Save as type" dropdown list.



If you are working on an already saved file, the "Save" option in the Backstage view will

directly save the file in the existing format with the existing name. If you want to change the

format or filename of an existing file, use the Save As option instead.



3. Add a Title to the first slide: the name of your

college

Ans.

1. Open a Blank presentation

2. Save the presentation as PowerPointLabOne.pptx

3. Add a Title to the first slide: the name of your college

4. Type your first name and last name in the Subtitle section

5. Add a New Slide which has a Title and Content

6. Add a title to the second slide “My Future Goals”

7. In the Content section of the second slide, add at least three Personal Goals

8. Right click on the second slide from the left panel, then choose Duplicate Slide

9. Highlight the text in the Content area of the third slide. Under the Home tab,

click Convert to SmartArt, then choose Basic Cycle

10. Change the SmartArt Colors to Colorful—Accent Colors

11. Change the SmartArt Styles to 3D Polished

12. From the left panel, drag the third slide between the first and second slide

13. Change the layout of the third slide, the slide that does not have the SmartArt,

to Comparison

14. Leave the title “My Future Goals”

15. In the head of the first column, type “Goals in College,” then center the heading

16. In the head of the second column, type “Goals after College,” then center the heading

17. Add at least three goals in each section

18. Make sure that slide #3 is selected from the left panel, then add a New Slide

19. Change the layout of the new slide to Blank

20. Insert a Graduation Online Picture from the Office ClipArt—Choose any image of your

choice

21. Change the ClipArt size to 3” X 3” and position it in the middle of the slide

22. Apply the Wisp Design Theme

23. Save and upload PowerPointLabOne.pptx to your instructor

5. Add a New Slide which has a Title and

Content

Ans. Insert a New Slide in PowerPoint: Overview

In this tutorial, you will learn how to insert a new slide in PowerPoint. When you

create a new presentation, PowerPoint gives you one default slide that contains a “Title

Slide” layout. You can click into the placeholders shown in the title slide. Then type the text

you want to appear as the title and subtitle of your presentation.

To add another presentation slide, you must then insert a new slide and determine

which placeholders appear in it. The slide layout you apply determines which placeholders

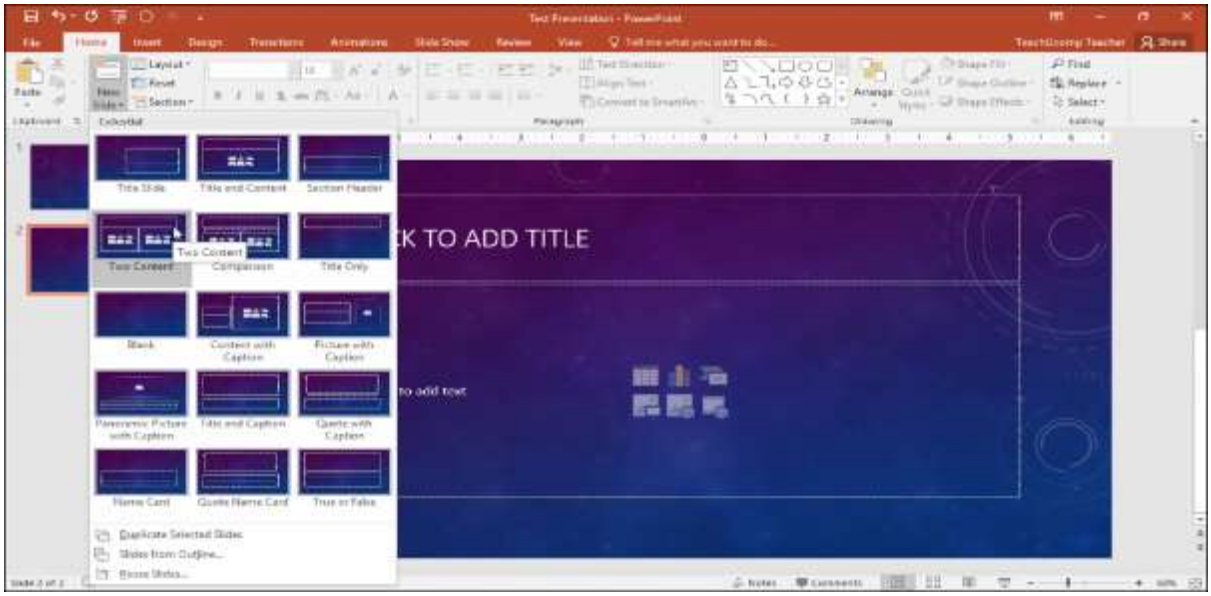
appear within the new slide. However, you can also change the slide layout to change the

placeholders after it is applied.

To insert a new slide in PowerPoint with a “Title and Content” slide layout, click the

“Home” tab in the Ribbon. Then click the “New Slide” button in the “Slides” button group.

To insert a new slide in PowerPoint with a different slide layout, click the drop-down



Q15. Write steps for creation of a set of PowerPoint slides that demonstrates your skill to us the tools of PowerPoint. It should include the following things

ANS. Title a slide

There are multiple way to add titles to your slides in PowerPoint. Use the Layout option to create a standalone title slide or to add a title to a slide that contains other text. You can also use the Outline view to create and update the titles of your slides

Show each bullet point with a click

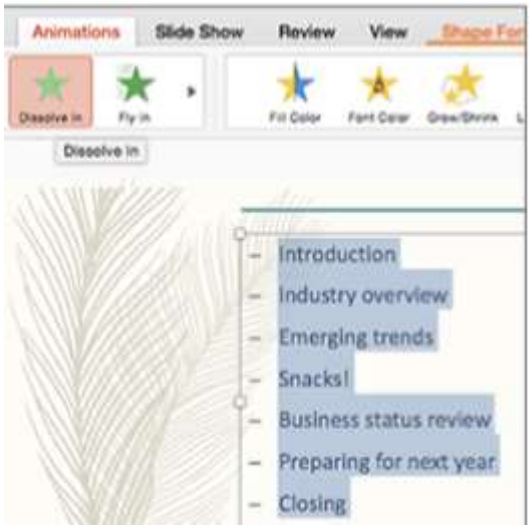
1. Select the text box that contains the slides you want to animate.

2. Click the Animations tab, and then choose a motion effect like Appear or Fly In.

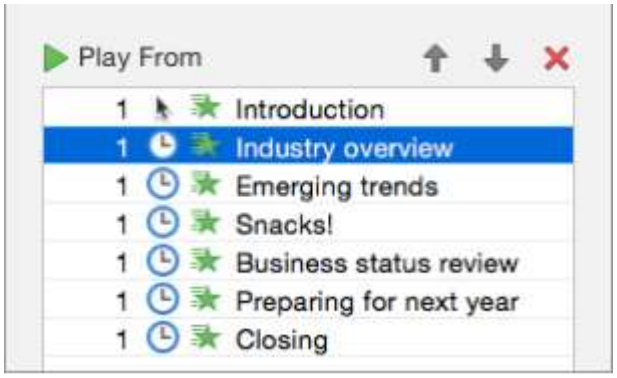
3. The slide displays the animation sequence in a box to the left of each point.

Show each bullet point after a delay

1. Select all the bullet points you want to animate, click the Animations tab, and then choose a motion effect like Appear or Dissolve In.



2. In the Animations pane, select the second animation in the list.



3. Under Timing, change the Start setting to After Previous, and then enter the amount of time you want to delay between each bullet point.

B) Inserting Excel Sheet

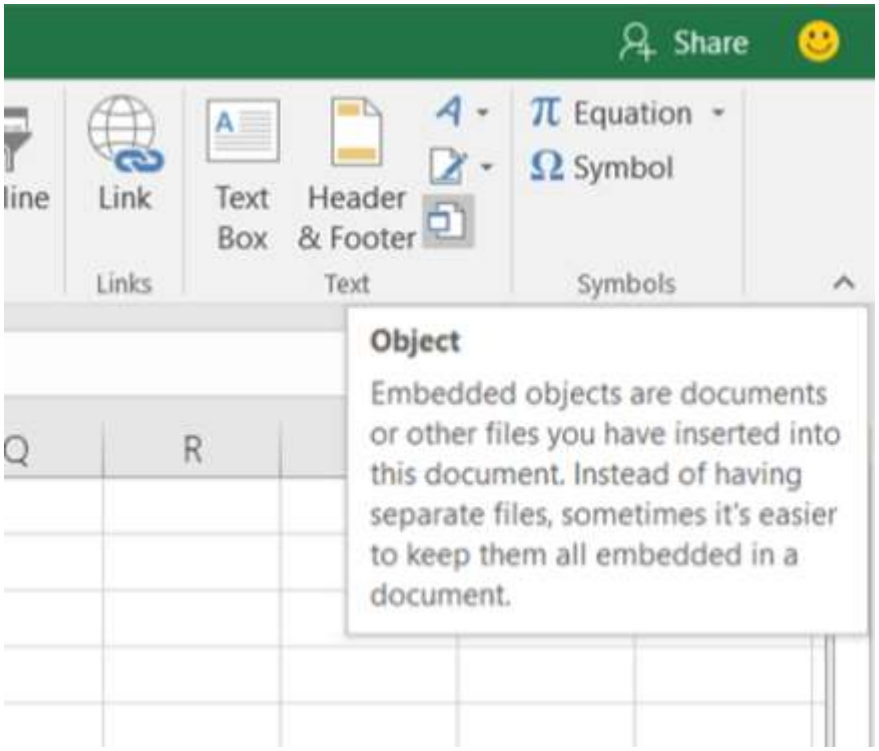
Ans. Insert an object in your Excel spreadsheet

You can use Object Linking and Embedding (OLE) to include content from other programs, such as Word or Excel.

OLE is supported by many different programs, and OLE is used to make content that is created in one program available in another program. For example, you can insert an Office Word document in an Office Excel workbook. To see what types of content that you can insert, click Object in the Text group on the Insert tab. Only programs that are installed on your computer and that support OLE objects appear in the Object type box.

Embed an object in a worksheet

1. Click inside the cell of the spreadsheet where you want to insert the object.
2. On the Insert tab, in the Text group, click Object .



3. In the Object dialog box, click the Create from File tab.

4. Click Browse, and select the file you want to insert.

5. If you want to insert an icon into the spreadsheet instead of show the contents of the file, select the Display as icon check box. If you don't select any check boxes, Excel shows the first page of the file. In both cases, the complete file opens with a double click. Click OK.

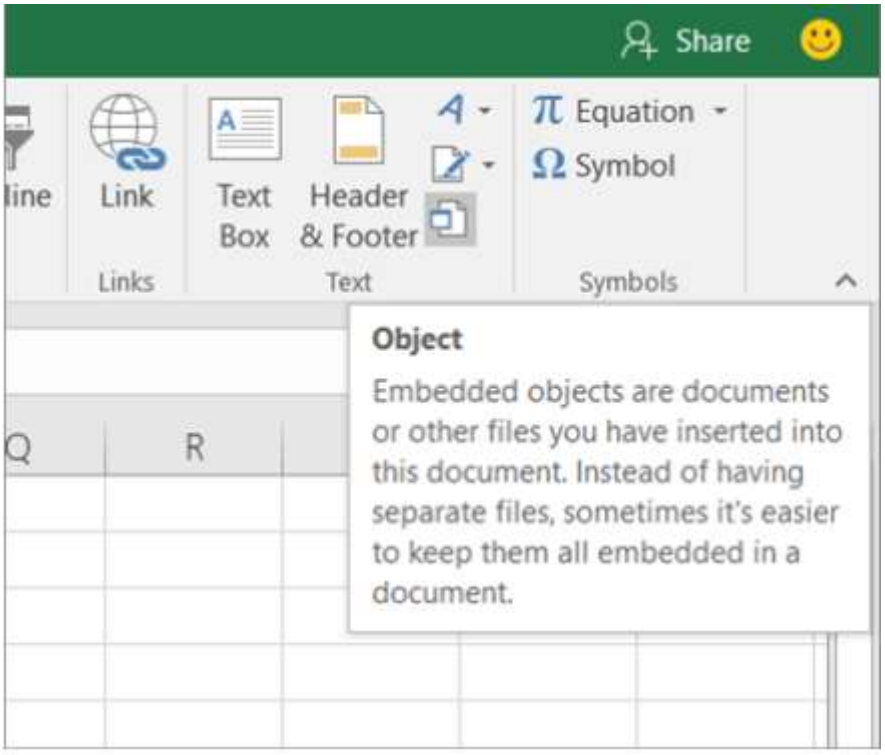
Insert a link to a file

You might want to just add a link to the object rather than fully embedding it. You can do that if your

workbook and the object you want to add are both stored on a SharePoint site, a shared network drive, or a similar location, and if the location of the files will remain the same. This is handy if the linked object undergoes changes because the link always opens the most up-to-date document.

1. Click inside the cell of the spreadsheet where you want to insert the object.

2. On the Insert tab, in the Text group, click Object .



3. Click the Create from File tab.

4. Click Browse, and then select the file you want to link.

5. Select the Link to file check box, and click OK.

Create a new object from inside Excel

You can create an entirely new object based on another program without leaving your workbook. For example, if you want to add a more detailed explanation to your chart or table, you can create an embedded document, such as a Word or PowerPoint file, in Excel. You can either set your object to be displayed right in a worksheet or add an icon that opens the file.

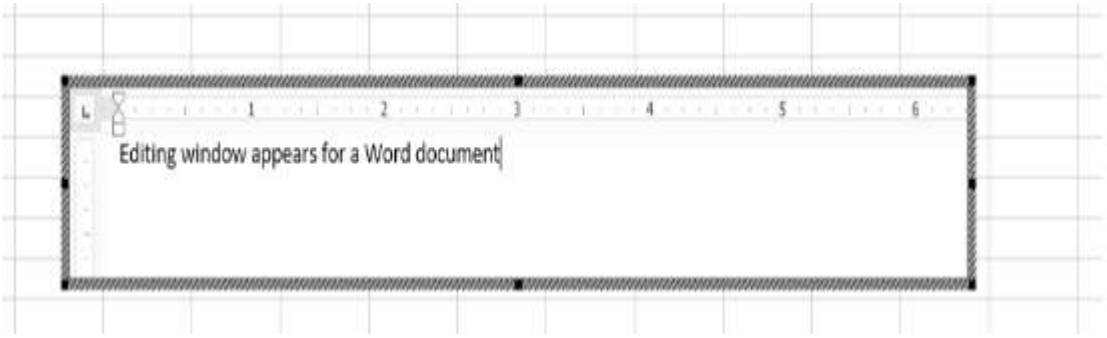
1. Click inside the cell of the spreadsheet where you want to insert the object.
2. On the Insert tab, in the Text group, click Object .

3. On the Create New tab, select the type of object you want to insert from the list presented. If you want to insert an icon into the spreadsheet instead of the object itself, select the Display as icon check box.
4. Click OK. Depending on the type of file you are inserting, either a new program window opens or an editing window appears within Excel.
5. Create the new object you want to insert.

When you’re done, if Excel opened a new program

window in which you created the object, you can

work directly within it.



When you’re done with your work in the window, you

can do other tasks without saving the embedded

object. When you close the workbook your new

objects will be saved automatically.

C) Clip art and Text

Ans. Clip art (also clipart, clip-art), in the graphic arts, is pre-made images used to illustrate

any medium. Today, clip art is used extensively. Clip art comes in many forms, both electronic

and printed. However, most clip art today is created, distributed, and used in an electronic form.

Since its inception, clip art has evolved to include a wide variety of content, file formats,

illustration styles, and licensing restrictions. Clip art is generally composed exclusively of

illustrations (created by hand or by computer software), and does not include

Text

the main body of matter in a manuscript, book, newspaper, etc., as distinguished from notes, appendixes, headings, illustrations, etc.

the original words of an author or speaker, as opposed to a translation, paraphrase, commentary, or the like: the actual wording of anything written

or printed:

D) Slide show effects

Ans. Slide Effect is a presentation tool providing enhanced transitions and effects. Using a standard Presentation Software user interface, people can create slide presentation with movies and images in a simpler way than using a video editing software.