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Introduction of MS word.

→ MS words processing basic:

Microsoft word is the word processing component of the microsoft office suite. It is used primarily to enter, edit, format, save, retrieve and print documents. While different versions have different appearance, they all have most of the same features.

→ Menu Bar. A menubar is a graphical control element which contains drop-down menus.

The menu bar's purpose is to supply a common housing for window- or application-specific menus. which provide access to such functions as opening files, interacting with an application

or displaying help documentation or manuals.

Using the icon below the menu

→ Opening document: You can open & the saved document by using the open option.

Click on file tab to open a document file that has been saved, click on open option in the file tab.

On the right side of the open window you will see a list of the documents. From there you can open the file by clicking on the destination document. or click on the Computer option. Then click on browser option. Select the file and click on the

open option below. The document file you have saved will be open.

→ Save the word document:

While working in words, you have to see Save the document you created. So that you can later reuse it as you need.

Click on the file tab to save the document you have created, Click save option in the file tab. On the right side of the save window. Click on the Computer option. Then click on Browse option. The save window will open. In the save as dialog box, enter a file name for the document. And click on Save button. The document you created will be saved.

→ Use of Save As Option;

The Save As option is used to make a copy of the document you have saved. Using the Save As option, you can create a copy of the document which is saved before by giving it a different name.

→ Page Setup: Page Setup is a set of a specific parameters involving the display and layout of a printing page. This type of resource is part of many modern word processing application and other software for instance in Microsoft Office application.

→ Print the word document:

You can print the information typed in the word document. For this the print option is used in the word document.

Let us see how to print the information that is typed in the word:

First open the file that you want to print. Then click on the file tap in the upper left. Click on the print option at the bottom. or press $Ctrl + P$ button in the keyboard. The print window will open. The information about the option available in the print window. The Copies option is used to determine

how many copies print of the information you have typed, Eg If you set up 2 copies in the copy option you will get two copies of the information typed.

→ Text creation and manipulation:

Text manipulation usually refers to the ability to change words, sentences and paragraphs which have been typed. The manipulation can involve the changing of the character (letters and symbols), adding line breaks, direction of the text and changing the case (capital letter and or small letter) of the characters.

→ **Document Creation:** While working in word, you need to open a new document file to create a new document.

To start a new document file, click on the file tab. Click on the New option in the file tab. You will see list of document templates available in word. Click on Blank Document option in it. The new document file will open.

→ **Editing text:** The ability to change text by adding, deleting and rearranging letters, words, sentences and paragraphs. Text editing is the main operation users perform in word processors. Which typically also handle graphics and

other multimedia files. See text editor and word processing.

→ Text Selection:- The text selection mouse tool is available at the bottom of the viewer and allows you to select text, Pan, Zoom Out, select viewing option including percentage, full width, full height and full page, zoom in, fit content and Full Screen.

Text Selection provides option to select text, copy, add a highlight annotation, Redact text, or add a hyper link annotation from the context Menu. You can easily modify your text selection by using

either touch or mouse.

- **Cut:** Cut option is used to move selected text from one place to another.
- **Copy:** Copy option is used to create a copy of selected text.
- **Paste:** Paste option is used to paste the selected text to another place.
- **Spell check:** A spell checker (or spell check) is a software feature that check for misspellings in a text. Spell-checking feature are often embedded in software ~~are~~ or services, such as word processor, email client, electronic dictionary, or search engine.

⇒ Formatting the Text:

Formatted text is text that is displayed in a special, specific style. In a Computer application, formatting data may be associated with text data to create formatted text. How formatted text is created and displayed is dependent on the operating system and application software used on the computer. The purpose of formatted text is to enhance the presentation of information. For example, in the previous paragraph, the italicized words are each followed by examples. At a glance, the reader can ascertain that there are four special

words in paragraph. The goal is to help the reader to obtain, understand and retain the information.

→ **Font:** The font option is used to change the font of selected text, using the font option, we can change the appearance of text.

Select some text to use the font option. Then click on the arrow next to the font option in the home tab. The list of different fonts will be opened. Click on the font you like. The font of selected text will be change.

→ **Font Size:** The font size option is used to change the size of selected text. Select some text to use the font size option. Then click on the arrow next to the font size option in the home tab. Select the font size which you want from it. The size of the selected text will change.

⇒ **Alignment of text:-**

Left Alignment:- left alignment is used to type the letters on the left side of the page.

Center Alignment: Center alignment is used to type the letters in the middle of page.

Right Alignment:- Right alignment is used to type letters on the right side of page.

Justify:- Justify alignment is used to make the letters uniformly in the left and right margins of the page.

→ **Paragraph indenting:** In word processing, the word indent is used to describe the distance or number of blank spaces used to separate a paragraph from the left and right margin. This is intended paragraph separated from the left margin using blank spaces. This is the intended paragraph separated from the left margin using blank spaces.

→ Bullets and numbering:

The bullets option is used to create a bulleted list, also the numbering option is used to create a numbered list. To use the bullets and numbering option, select the required text. Then in the paragraph group click on the arrow next to the bullets or numbering option. Select the style of bullets or numbering which you want.

- Changing Case: The Change Case option is used to change the capitalization of text. The options available in the Change Case option are as follows
- Sentence Case
 - Lower Case
 - Upper case

• TABLE Case

⇒ Formatting of Document:

It refers to the way a document is laid on the page. The way it looks and is usually visually organised and it addresses things like font selection, font size and presentation (like bold and italics), spacing, margin, alignment, columns, indentation and lists. Basically the mechanics of how the words appear on the page. A well formatted document is consistent, correct (in terms of meeting any stated requirement) and easy to read.

→ Set page margins: The margin option is used to specify the margin of the page. You can

Specify the margin of left, right, top and bottom side of the page. You can also specify the margins of headers and footers.

→ Paragraph and section with a document: A section consists of several paragraphs. The rules that apply to structuring sections and paragraphs are pretty similar. The first sentence and last sentence are disproportionately important. First sentence of paragraphs help immensely, if they are well written.

→ Adjust Indents: Go to Home page and select line and paragraph spacing > line spacing option at the bottom of menu bar. The paragraph

it dialog box opens. on the Indents and Spacing tabs, selection the option you want and click OK. The Paragraph dialog box option are described in Adjust Indents and Spacing.

→ Hanging indent: A hanging indent also known as a second line indent sets off the first line of a paragraph by positioning it at the margin and then indentation each subsequent line of paragraph. windows Mac web. select the text where you want to add a hanging indent.

⇒ Table Manipulation:

Manipulation of table includes drawing a table, changing cell width and height, alignment of text in the cell, deletion/insertion of rows and columns and borders and shading.

→ Draw Table: Tables can be easily inserted at any point of the document. A table is a simple way to arrange lengthy lists. You can use tables to format all parts of your documents into rows and columns. Rows and columns can be added or deleted either at the beginning end or in the middle of table. For inserting a table,

Simply Click on ~~table~~ 'Tables' icon on insert menu Tables can be formatted to any size and number of rows and columns are added as per requirement. Table formatting toolbar contains numerous icon which can be used for diff. function related to tables. Spin arrows the columns and row help to select a row or a column.

→ Page Borders: we can border the page using the page borders option. For this, the page borders option is used in design tab.

→ Shading:- Shading words or paragraph gives them a background colour that updates when you switch

to a different document theme. It's different from highlighting text which has a very limited choice of colours and doesn't update when you switch to another theme.

→ Table formula!

Calculated Columns in excel tables are a fantastic tool for a entering formulas efficiently. They allow you to enter a single formula in one cell, and then that formula will automatically expand to the rest of the column by itself.