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Introduction of MS words

⇒ 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 feature.

⇒ Menu bar: is a graphical control element which contains drop-down menu. The menu bar's purpose is to supply a common menu which provide access to such ~~applications~~ function as opening files, interacting with an applications or displaying help documentation or manuals.

Using the icons below to menu bar

⇒ ~~opening~~ 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 the open option in the file tab. On the right side of the open window you will see a list of the document that you have saved in the recent documents. From there you can open file by clicking on the desired document. or click on the Computer option.

Then Click on ~~the open~~ browse 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 word, you have to
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
on 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 issued to
make a copy of the document you
have saved. Using the save as option,
you can create a copy of the document
which you saved before by giving
it a different name.

⇒ Page Setup: is a set of specific
parameters involving the display and
layout of a printed page. This type

of resource is part of many modern word processing application and other document processing software, for instance, in Microsoft office application.



Print the Word Documents

You can print the information typed in the word document. For this, the print option is used in the ~~word~~ ~~word~~ 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 tab in the upper left. Click on the print option at the bottom. Or press the Ctrl + P button in the keyboard. The print window will open.

⇒ The information about the option available in the print window is as follows:

→ Copies: 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 options, you will get two copies of the information typed.

⇒ Text Creation And Manipulation

⇒ Text manipulation

usually refers to the ability to change words, sentence and paragraphs which have been typed. The manipulation can involve the changing of the characters (letters and symbols), adding line break, direction of the text and changing the case (capital letter or small letter) or 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 a list of document templates available in word. Click on blank documents option in it. The new document file will open.

⇒ Editing text

The ability to change text by adding, deleting and rearranging letter words, sentence and paragraphs. Text editing is the main operating users perform in word processors 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 and select viewing options 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 hyperlink 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 the 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 checks for misspelling in a text. Spell-checking features are often embedded in software or service, such as a word processor, email client, electronic dictionary, or search engine.



Formatting text

Formatted text is text that is displayed in a special, specified style. In computer 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 ~~to~~ 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 example. At a glance, the reader can ascertain that there are four special words in the paragraphs. 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 selection 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 font will be opened. Click on the font you like. The font of selected text will 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 selection text will change.

⇒ Alignment of text

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

Center alignment: Center alignment is used to type the letter in the middle of the pages.

Right alignment: Right alignment is used to type the letter on the right side of the page.

Justify: Justify alignment is used to make the letter 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 the left or right margins. This is the indented paragraph separated from the left margin using blank space. This is the indented 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 or numbering option, select the required text then in the paragraph click on the arrow next to the bullets or numbering option. Select the style of bullets or number which you want.

⇒ Changing Case

The Change Case option is used to change the Capitalization of text. The option available in the Change Case option are as follow:

- Sentence Case
- Lower Case
- Upper Case
- Toggle Case

⇒ Formatting of documents: refer to the way a document is laid out on the page - the way it look and is visually organized - and it addresses things like font selections, font size, presentation (like bold or italics), spacing, margins, alignment, Columns, Indentation, and Lists. Basically, the mechanics of how the words appears on the page. A well formatting documents is Consistent, Correct (in terms of meeting any stated requirements), and easy to read.

⇒ Set page margins

The margins options is used to specify the margins of the page. You can specify the margin of left, right top and bottom side of the page. You can also specify the margin

of headers and footers.

⇒ Paragraph and section with a documents.

A section consists of several paragraphs. The rules that apply to structuring section and paragraph are pretty similar. The first sentence and last sentence are ~~disproportionately~~ ^{disproportionately} important. First sentence of paragraph help immensely, if they are well written.

⇒ Adjust Indent:

Go to home and select line and paragraph spacing line spacing option at the bottom of the menu. The paragraph dialog box open. on the indents and spacing tab, select the option you want and click ok. The paragraph dialog box option are described in adjust indent and spacing.

⇒ Hanging Indent:

A hanging indent also known as a second line indent set of the first line of a paragraph by positioning it at the margin, and then indenting each subsequent line of the paragraph windows Mac web. Select the text where you want to add a hanging indent.

⇒

Table Manipulation

Manipulation of table include drawing a table, Changing Cell width and heights, alignment of text in the cell, deletion/insertion of rows and Columns, and borders and shading.

⇒

Draw Table

Table can be easily inserted at any point of the document. A table is a simple to arrange lengthy lists. You can use table to format all parts of your document into rows and Column. Row and Column can be added or deleted either at the beginning, end or in the middle of table. For inserting a table simply click on Table's icons on Insert menu. Table can be formatted to any size, and number of row and Columns can be added as per requirement. Table formatting tool bar contain numerous icons which can be used for different function related to table. Spin arrow on the Column and rows help to select a row or a Column.

⇒

Page borders

we can borders the page using the page border option. For this the page borders option is

used in the ~~design~~ design tab.

⇒ Shading

Shading words or paragraphs gives them a back ground colour that update when you switch to a different document theme. It's different from highlighting text, which has a very limited choice of colour and doesn't update when you switch to another theme.

⇒ Table Formula

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