2. What is icon ?

3. What is Recycle Bin ?

4. What is window explorer ?

◆ Short Answer Type Question

1. What is the basic concept of operating system ?

2. How you will turn off the computer ?

3. How you will open windows explorer with start menu ?

4. What are the steps for setting system date and time ?

5. What are the steps to open notepad ?

◆ Long Answer Type Question

1. What are the basic functions of operating system ?

2. What is window explorer ? What are the five views of window explorer ?

3. Write the steps to delete file / folder.

4. What is paint ? What are the steps to start MS Paint ?

5. Describe the functions of mouse button ?

>>>>>>> **Answers Key** <<<<<<<

1. Desktop, 2. GUI, 3. Icon, 4. Desktop, 5. Shortcut Icons

1. False, 2. True, 3. False, 4. True, 5. False.

3

DIGITAL DOCUMENTATION – WORD PROCESSING (ELEMENTARY)

Objective of Learning

3.1	MS Word : Introduction to Word Processor
3.2	Creating, Saving, Opening Document
3.3	Print & Print Preview
3.4	Closing of Document
3.5	Editing Document, Formatting Document
3.6	Bold, Italic, Underline, Font Type, Size, Color Change
3.7	Alignment of Text (Left, Right, Center & Justified)
3.8	Margins – Left, Right, Top and Bototm
3.9	Formatting Paragraphs
3.10	Adding Header and Footer
3.11	Page Numbering
3.12	Using Grammar and Spell Check Utility

3.1 MS WORD : INTRODUCTION TO WORD PROCESSOR

Word Processor :

Word processor is an important software. It is also called word processing software. It is used to type letters, the words written with it are directly printed on paper.

Word processor is used to create document. Document typed in word processor appears on the monitor. We can check, correct and format it before printing etc. We can save the document for further editing.

Types of Word Processing Software :

1. MS-Word
2. Word Pad
3. Note Pad
4. Word Perfect

Characteristics of Word processor :

1. Corrections can be checked before printing in word processor.
2. It is not required to type again and again as in a typewriter.
3. Created document can be saved for future use.
4. You can edit the document.
5. You can format the data.

MS-Word : MS-Word allows us to format the text by applying various text styles like Underline, Bold Space, Italics, Subscript, Superscript, or strikes through etc. We can apply the commonly used stages by using the corresponding buttons from the Formatting Toolbar or using the different keys. These keys are applied to the selected Text only.

Earlier typewriters, either manual or electronic were used to type documents. In those typewriters, words were printed directly on the paper. Text typed using a typewriter will have to be typed again if it contains errors. If you want to have more than one copy of the same document, you have to type complete text document again. Word Processing software has changed the way you can create text documents. In Word Processors, text can be seen on the computer screen, checked for errors and corrected, before it is printed.
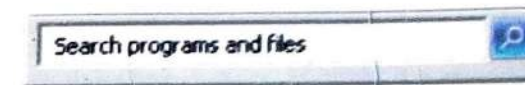
Starting MS Word

(i) How to start MS Word :

Start → All Programs → Microsoft Office Microsoft Word

Or

Type"Word" in search bar and press enter button from keyboard.

Search programs and files

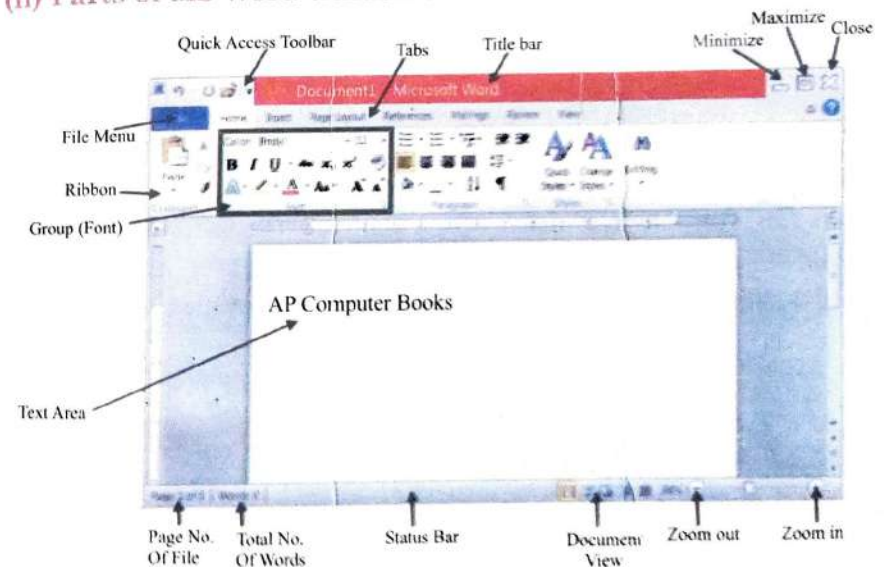#### (ii) Parts of MS Word window :

Fig. *The main parts of MS Word Window*

1. **File menu :** In the upper-left corner of the Word window is File Menu. When you click File Menu, a dropdown, a file menu appears. You can use this

menu to create a new file, open an existing file, save a file and perform any other task.

Fig. *File menu*

Fig. *Quick Access Toolbar*

2. Quick Access Toolbar : Above File Menu is the Quick Access toolbar. The Quick Access toolbar provides access to commands you frequently use. By default Save, Undo and Redo appear on the Quick Access toolbar.

4. Menu Tabs : Tabs are similar to the menu system of MS Word 2003, instead of having dropdown menus New Version of MS office created the Tab and Ribbon system. When you select a tab it will display the Ribbon associated with that tab. Here everything has been changed into button form. Tabs are task oriented such as Home, Insert, Page Layout, References, Mailings, Review, view and within each tab, the related sub-tasks are grouped together.

Fig. *Tabs*

5. Ribbon : Ribbon tabs is used to display Ribbons. In Ribbon there are many buttons that are grouped into categories such as Clipboard, Font and Paragraph. In Microsoft Word, you use the Ribbon to issue commands to tell Microsoft Word what to do. The Ribbon is located near the top of the screen,

below the Quick Access toolbar. At the top of the Ribbon are several tabs, clicking a tab displays several related commands (groups). Within each group there are related command buttons. You click buttons to issue commands or to access menus and dialog boxes.

Fig. *Ribbon*

6. Dialog Box Launcher : You may find a dialog box launcher in the bottom-right corner of every group. Clicking the dialog box launcher gives you access to additional commands via a dialog box.

7. Ruler : Ruler is found below the Ribbon. You can use the ruler to change the format of your document quickly.

8. Text Area : Below the ruler the large area is called the text area. You can type your text in the text area. The blinking vertical line in the upper-left corner of the text area is the cursor. **It marks the insertion point. (when you type text).**

3. Title Bar : The title bar displays the title of the document on which you are currently working. Word names the first new document as Document 1.

When you save your document, you can assign the document a different name.

Fig. *Title Bar*

9. The Vertical and Horizontal Bars : The Vertical and Horizontal scroll bars enable you to move up-down, and across your document simply
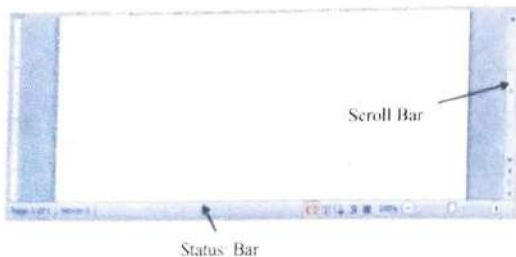

Fig. *Displaying Status Bar and Scroll Bar*

by draging the icon located on the scrollbar. The vertical scroll bar is located along the right side of the screen. The horizontal scroll bar is located above the status bar.

10. Status Bar : The status bar appears at the bottom of the window and provides information such as the current page and the number of words in your document.

11. Document Views : In word, your can display your document in one of the following five views :

(i) Print Layout : The Print Layout view shows the document as it will look when it is printed.

(ii) Full Screen Layout : Reading Layout view formats your screen to make reading your document more comfortable.

(iii) Web Layout : Web Layout view enables you to see your document as it would appear in a browser such as Internet Explorer.
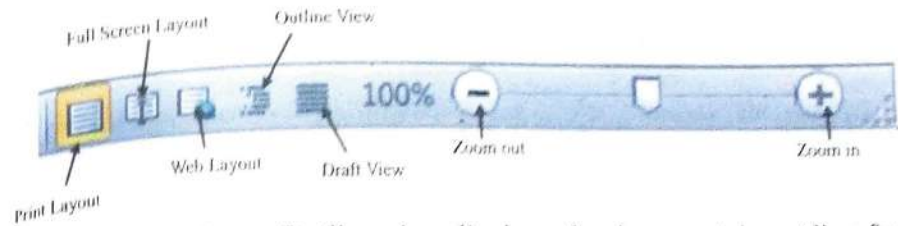
(iv) Outline View : Outline view displays the document in outline form.

(v) Draft View : Draft view is the most frequently used view. You use Draft view to quickly edit the document.

(vi) Work Area : Free space is called work area. It is used for typing your text.

Special Features of MS Word

Following are the special features of MS Word:

1. Allows you to insert text anywhere in the document.

2. You can erase characters, words, lines, or pages as easily as you can cross them out on paper.

3. You can cut and paste a section of text : From one place in a document to somewhere else. You can also paste a section of text.

4. You can define various page sizes and margins, and the word processor will automatically readjust the text so that it fits to page.

5. It allows you to direct the word processor to search for a particular word or phrase. You can also replace one character/word with another.

6. You can change fonts within a document such as bold, italics, and underlining and can change the font size.

7. It allows you to embed graphs into a document.

8. MS word allows you to specify customized headers and footers that the word processor will put at the top and bottom of every page. The word processor automatically keeps track of page numbers so that the correct number appears on each page.

9. It specifies different margins within a single document and to specify various methods for indenting paragraphs.

10. It provides the facility of macro which is a list of commands that save a lot of time.

11. It helps using merging text from one file into another file by using feature Mail-merge. Generating mailing labels is one of the examples of using merges.

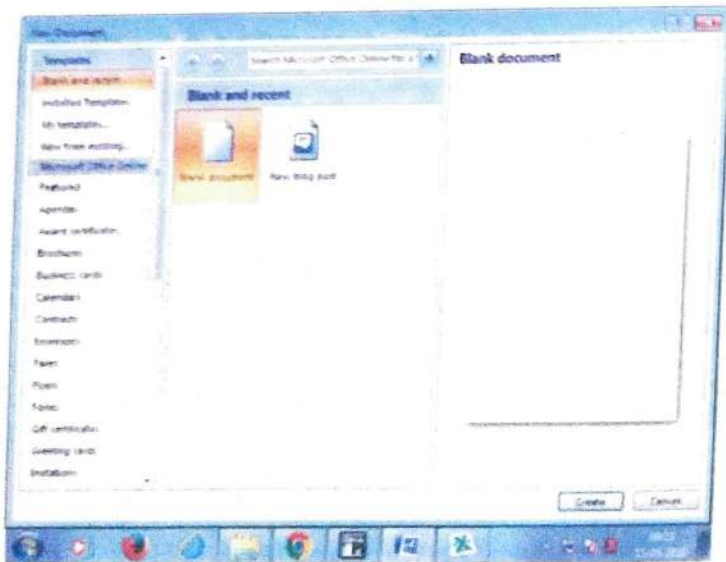12. MS Word provides a facility to check the spelling of words. It puts a colorful line under the words that are incorrect.

13. It helps you to automatically create a table of contents and index based on special codes that you insert in the document.

14. A built-in thesaurus allows you to search for synonyms without leaving the word processor.

Template in MS Word

A template is a file that serves as a starting point for a new document. When you open a template, it is pre-formatted in some way.

When you Choose File → New in Word 2007 or 2010 you get something like the dialog windows below:

Word 2000 keeps its built-in templates elsewhere. If you want your template to show up under the tab for "Letters & Faxes" you need to create a folder with that title in your user Templates folder. Just File → Save As and select template as your file type. Before you save the template, create a new folder "Letters & Faxes" if one isn't there, and then open that folder and store your template there.
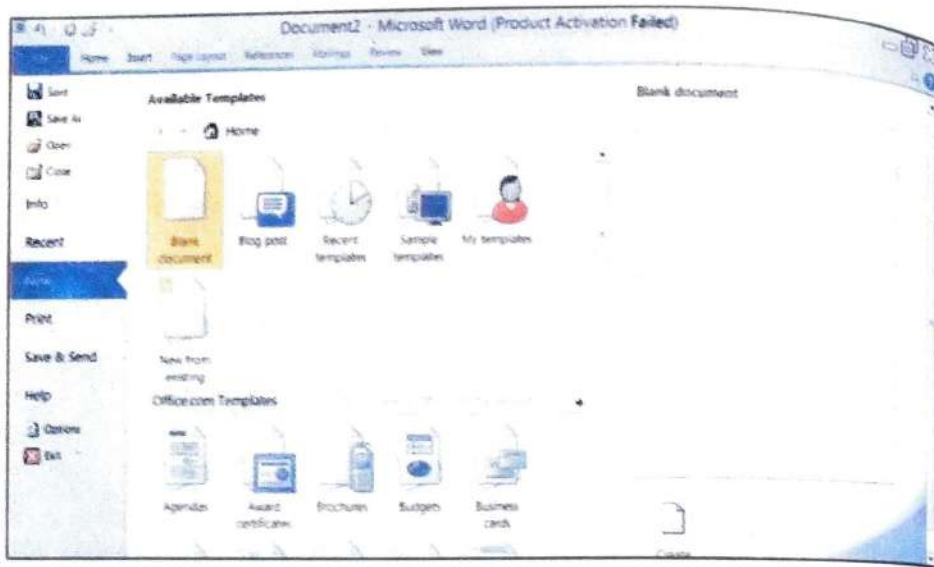
Word 2010 New Document Window

◆ 3.2 CREATING, SAVING, OPENING

We can create new file in MS Word. We can save and open the stored files from MS Word.

3.2.1 Creating a New Document

To create a new document, follow one of the following methods :

1. Click on File → New option.

2. Choose Blank Document Option.

3. Click on Create Button.

Or

Press Ctrl + N keys on the keyboard.
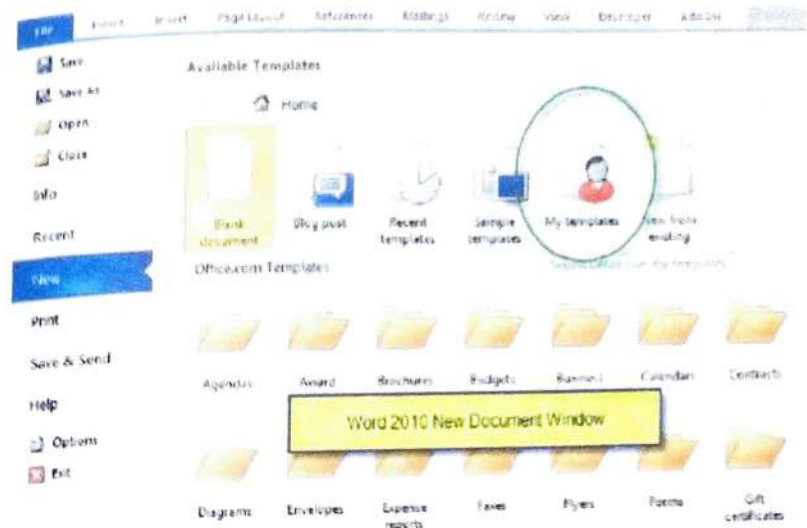
Fig. *Creating a New Document*

Open an Existing Document : To open an existing document use one of the following methods.

1. Click on open button from File Menu at the top left corner of the screen to open an existing document.   ***Or***
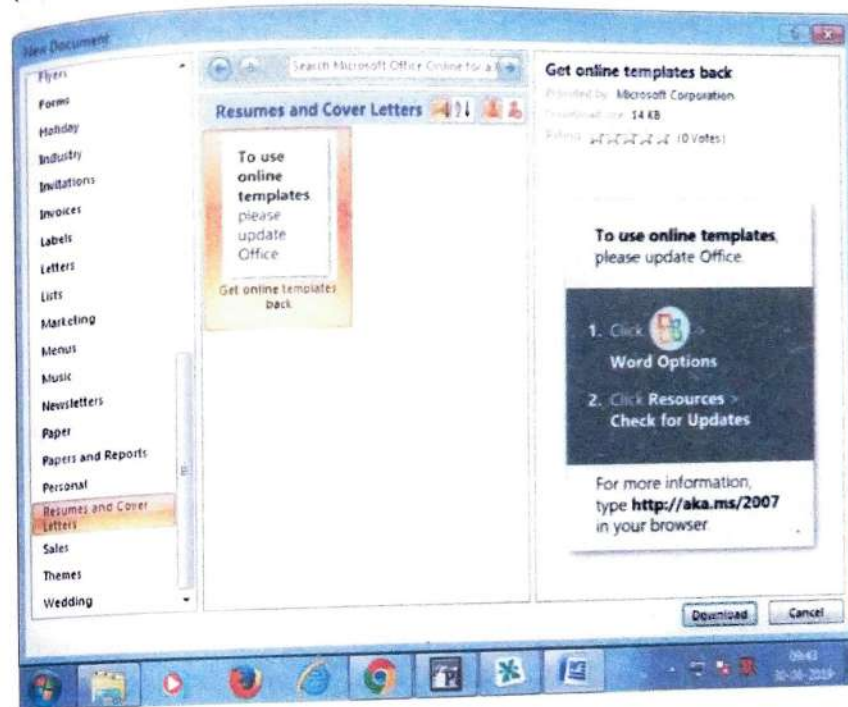
Press Ctrl + O keys on the keyboard.
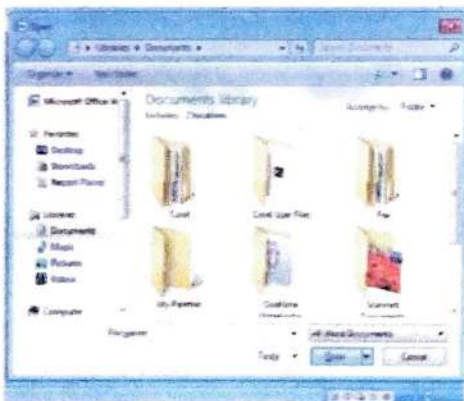
Each of the above method will show the Open dialog box. Choose the file and click the Open button.

(9th)

Creating a Resume with M.S. Word Template

To create resume with MS Word Template perform the following steps :

(*i*) Click on New in File tab.

(*ii*) In office.com templates, select Resumes and Cover Letters.

(*iii*) MS-Word will download the selected template from office.com templates.

(*iv*) Here various styles are available for Resumes and Cover Letters. Select anyone according to the requirements and click Download.

(*v*) Resume with selected template will appear.

Personal   Resumes and Cover Letters

(9th)
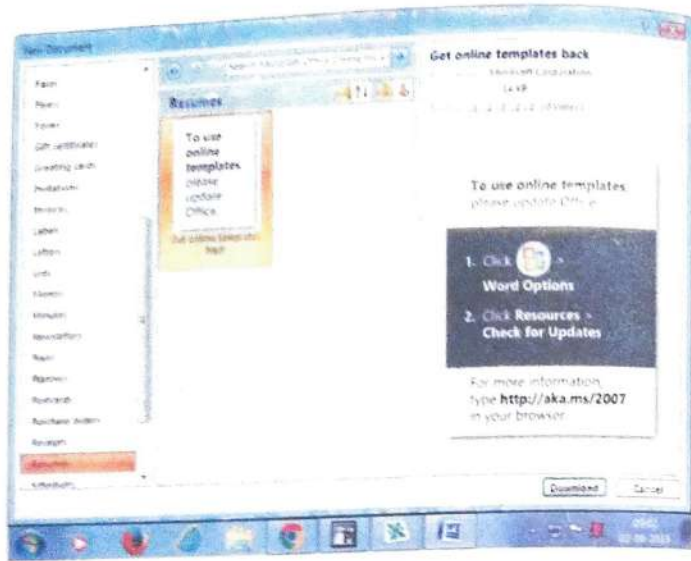
(vi) Now we can edit it and can make the necessary changes in resume.

(vii) After filling all the required information in the resume, save it.

3.2.2 Saving a document

To save a new or existing document that is opened, follow one of the following methods.

Click the Save Option available on File Menu.
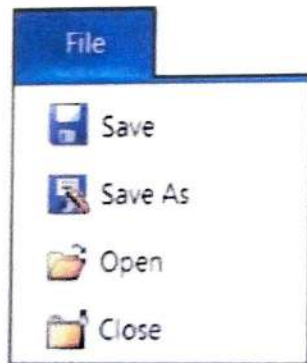
Or

Press Ctrl + S keys on the keyboard.

If the file is a new document then it will prompt you by opening Save As dialog box.
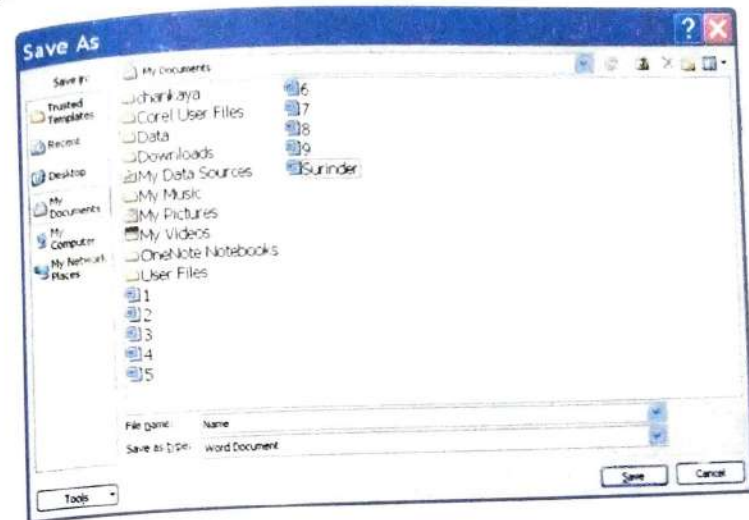

Fig. *Save As dialogu box*

Select the folder where you want to place your document, type the name of the document in File Name Box and then click SAVE. On the other hand if the document is already saved with a name earlier, it will simply save the document.

Difference between Save and Save As

| Save	Save As
Choosing "Save" simply saves your work by updating the last saved version of the file to match the current version you see on your screen.	Choosing "Save As..." brings up a prompt to save your work as a file with a different name. For example, you might choose to save a document called "text.doc" as "text1.doc". This way, you can save you file at different stages and keep multiple versions on your hard drive.

3.2.3 Opening a Document

We can open the the saved file. Follow the following steps to open a file :

1. Click on Open option.
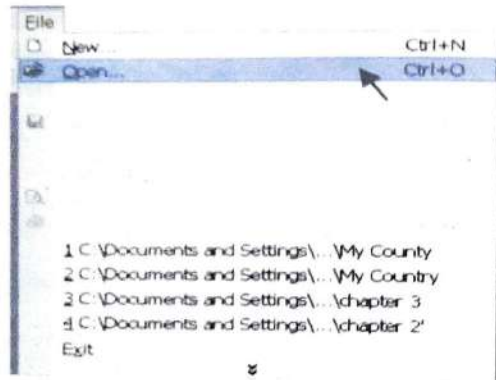
2. Select the file and click on it.

3. Then click on Open button.

4. The selected file will open.
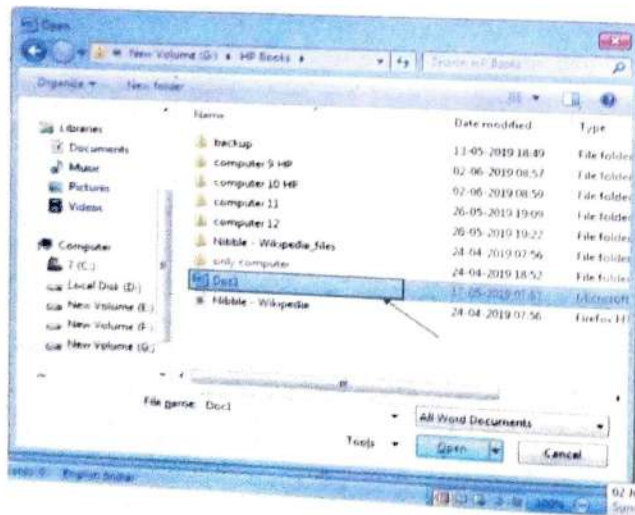
## 3.3 PRINT & PRINT PREVIEW

Print : MS Word gives you complete control over how it prnt your document. You can either print to a printer or to a file. Before you print, you can preview your document and specify which page you want to print. The main purpose of using MS Word is to create a printed product. MS Word includes many tools to help, making printing you need as easy as possible.

3.3.1 Print a document

Once you have completed your document, you may want to print it. The Print Preview is an option that allowed you to see exactly what the document looked like before printing it. This option is combined with the Print window to create the Print pane.

Steps to print your document :

(*i*) Type a document in a blank page of MS Word.

(*ii*) Click on File → Print option or Click Ctrl + P.
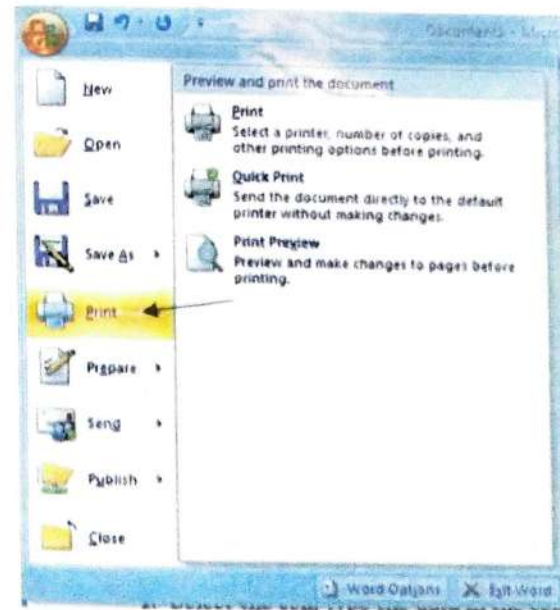
(iii) You can change any one name of printer as in figure and then click on OK button.
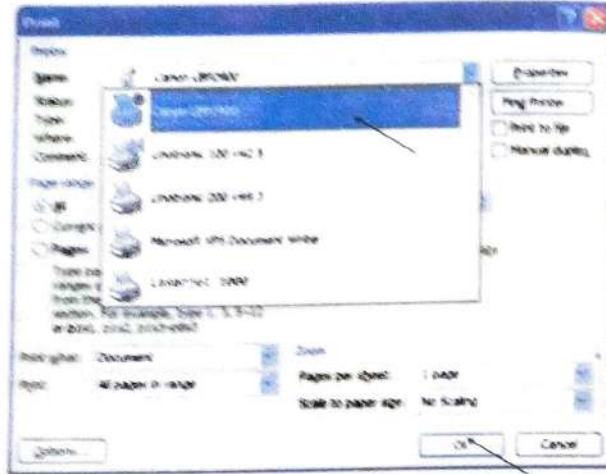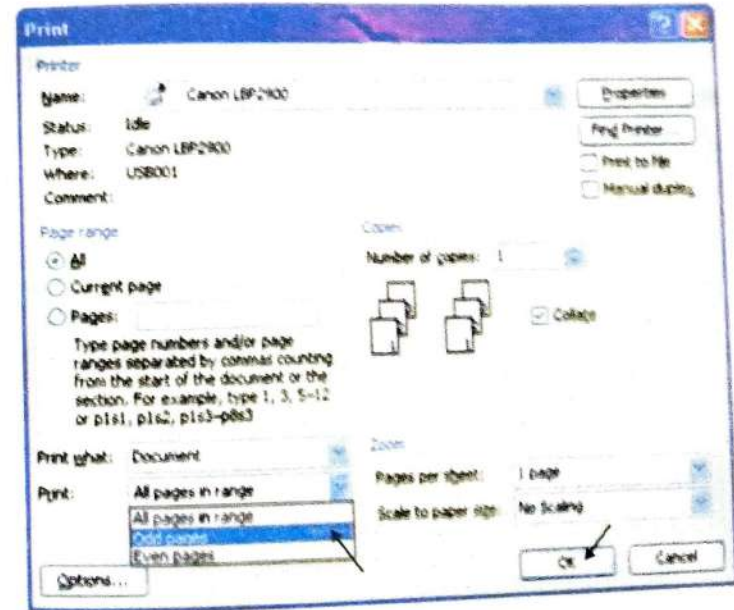

(iv) If we select on Current page option we will take the print of desired page. We can also mention the page no. by clicking on Pages option. We can also take the print out of all the pages through All option.
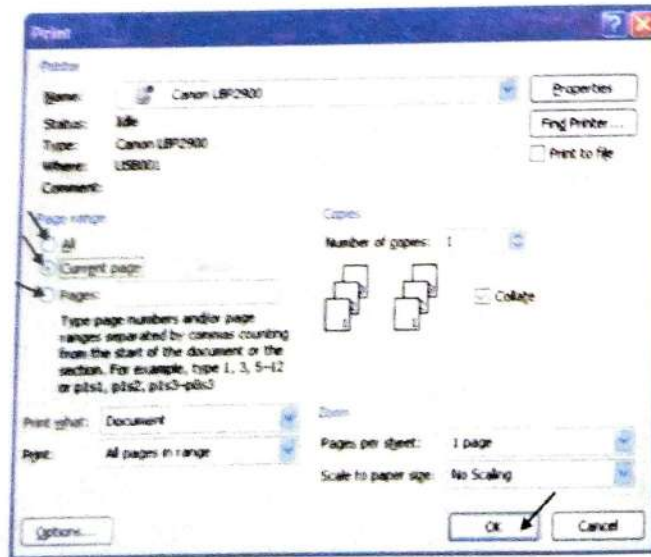
(v) You can also change the size of page on Clicking of Properties → Page size as in figure.
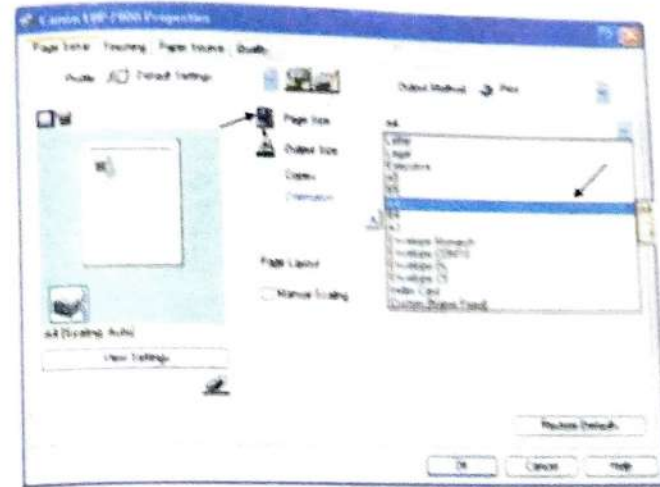
(vi) You can take the print of Odd pages and Even pages also as in figure.

(iii) You can Type the range of of page as shown in the figure.

(iv) You can see the Print Preview of document.

3.3.2 Preview a document

Print preview is a function provided for displaying a page, document or any other material before it is sent to a printer. Print preview is a useful function to users as it helps them to see how the final printed material will appear. It also gives the user the opportunity to check or adjust the layout or resolve any issues before printing the material to achieve the intended final form.

Perform the following steps to check the print preview of a document :

1. Click on File menu → Print Preview option. *Or*

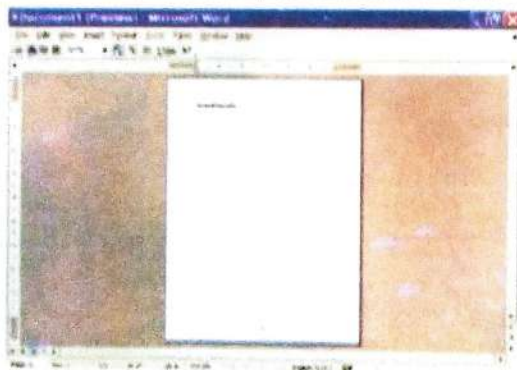Click on Print Preview button from standard tool bar.

Fig. *Page Setup box (Margin Tab)*

2. Click on close button.

3.4 CLOSING OF DOCUMENT

You can also close a document by clicking on the Close button on the right side of the document window. This button looks like the red X shown in the figure below.

Perform the following steps to Close Word Document :

1. Click on File

2. Click on Exit menu *Or*

Press Alt + F4   *Or*
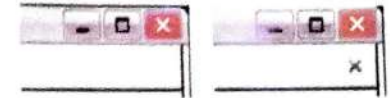
Click on Close button of Title Bar.

Fig. *Closing option*

## 3.5 EDITING A DOCUMENT IN MS WORD (CUT, COPY, PASTE)

3.5.1 Editing a document text in MS Word

Making changes in a document like inserting or deleting text, copying or moving text, replacing text, etc. is called **Text Editing**. To make changes in the block of text, it is necessary to select it. You can select a word, line, paragraph or entire document text.

1. To Select a Word : Place the mouse pointer on the word to be selected and double click the left mouse button to select that word. The selected word will appear in reverse color.
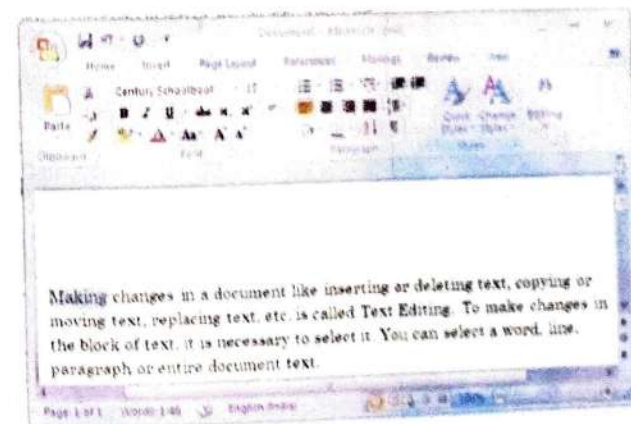
2. To Select a Line : Bring the mouse pointer to the beginning of the line in the left margin. Click the left mouse button to select the line.
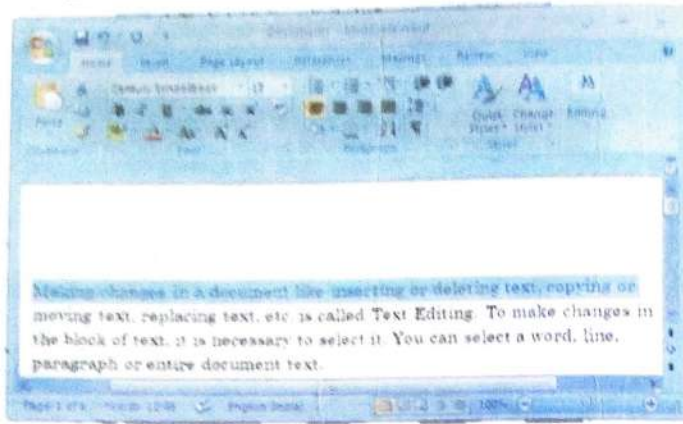
3. To Select a paragraph : Keep the mouse pointer anywhere within the paragraph and triple click left mouse button to select that paragraph.
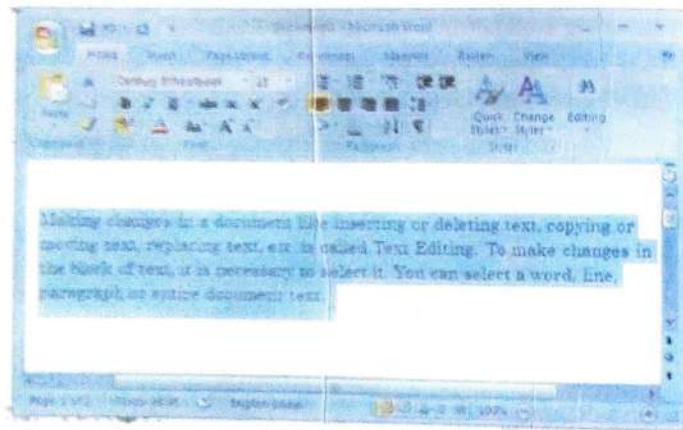
4. Moving Text : You can move the selected text from its existing position to the new destination in the document.

To move the text follow the following steps :

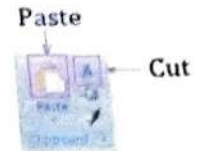(i) Select the text to be moved.

(ii) Click the Cut option from the Clipboard group under the Home tab.

(iii) The selected text will disappear from the document.

(iv) Bring the cursor to the new position where you want to shift the text.

(v) Click Paste option from the Clipboard group.

(vi) The text will appear at the cursor position

5. Copying Text : This feature of Microsoft word 2007 helps to reduce the time and efforts involved in re-typing the similar text. Using this you can copy the text from one location to another. keeping the text at original place unchanged.
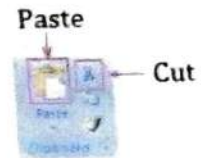
To copy the text keep the following steps in mind :

(i) Select the text to be copied.

(ii) Click Copy option in the clipboard group under the Home Tab.

(iii) Bring the cursor to the new location where you want to copy the text.

(iv) Click paste option in the clipboard group.

6. Font : A font is a set of printable or displayable text characters in a specific face and size. The type design for a set of fonts is the font face/ typeface.
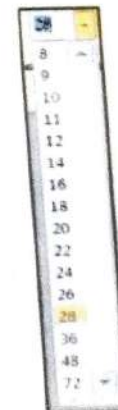

Fig. Font Face   **Fig.** Font Size

7. Modifying text fonts with style : The Font Group allows us to change our text font style, size, color and many other elements.

Fig. Modifying text by using font option

1. Steps to Modify Text : Perform the following steps :

(i) Select the text you want to modify.

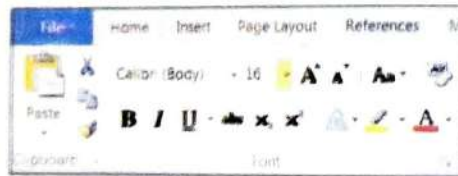(ii) Click on the font face, from the drop down list select the style and font size simultaneously.

Fig. Modify Font Face and Font Size

OR

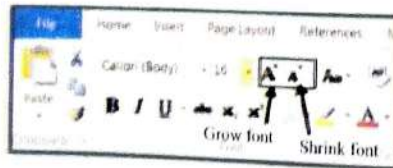Press **Ctrl → [** decrease the font size and **Ctrl →]** increase the size of text.

Fig. Increase font and Reduce font

3.5.2 Cut, Copy and Paste

If we have to remove text from our document, we can copy or cut the text from the document. First Select the text and go to the Home tab in the Clipboard group.

(i) Click Cut or Copy option in the Clipboard group.

OR

We can also right click on our mouse and select Cut or Copy.

OR

We can also press Ctrl+X (cut) and Ctrl+C (copy) simultaneously from keyboard.

(ii) **Pasting Text :** If we Copy text, then we have to Paste it somewhere in the same document or other document. Click the Paste Option in the Clipboard group.

OR

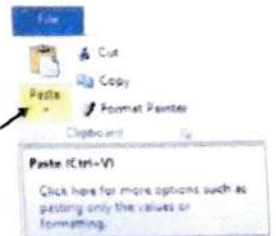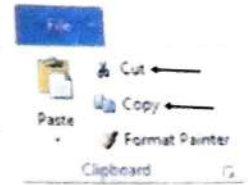We can also right click on our mouse and select paste option.
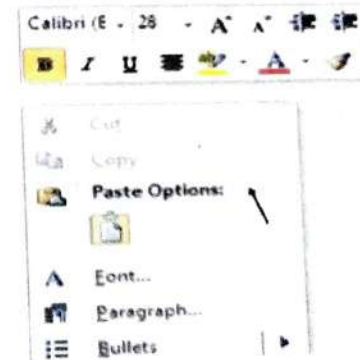

Fig. Paste option

Fig. By Right clicking on mouse : Paste option

OR

We can also press Ctrl + V simultaneously from keyboard.

3.5.3 Undo

This command reverse the action we have performed while editing. If we make an error in our document or editing text then we can correct it by click on the Undo command. it will remove the last thing we did. Quick Access Toolbar provide this command. Shortcut key for undo is Ctrl + Z.

3.5.4 Redo

To reverse your last action, press CTRL+Z. To reverse your last Undo, press CTRL+Y. You can reverse more than one action that has been undone. You can use Redo command only after Undo command.

◆ 3.6 FORMATTING A DOCUMENT

Formatting a document means modifying text size, font face, color, style, alignment. line spacing, graphics and many more things. Microsoft Word provides many easy ways to add creativity to any document. Do the following steps :

3.6.1 Font styles

There are three basic font styles used in text. These are following:

(i) **Bold** : Bold text, means using thicker letters.

(ii) *Italic* : Italic text, means using slanted letters.

(iii) Underline : Underline the text, means to draw a horizontal line underneath the letters.

3.6.2 Bold, Italic, Underline :

Once text is highlighted we can also click on the bold, italics or underline commands to modify the text style from font group in the home tab.

OR

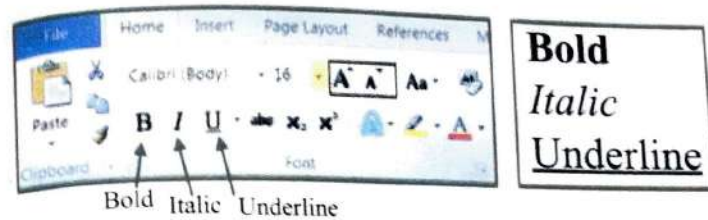Press Ctrl + B. Ctrl + I. Ctrl + U simultaneously from keyboard for bold, italics or underline.

Bold   Italic   Underline

Fig. Bold, Italic, Underline option

(iii) **Using Keyboard Shortcut** : Some shortcut commands :

Bold	Ctrl + B
Italics	Ctrl + I
Underline	Ctrl + U

3.6.3 Fill Color

(i) Font color : If you want to type text in any colour of your choice then you need to choose font color option in font group of home tab. There are following steps to change font color of text.

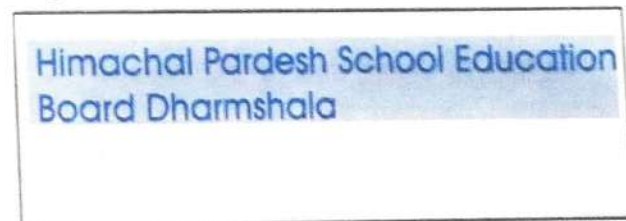(i) Select the text you want to modify.

Fig. Selected Text/Highlighted Text

(ii) Click on the Home tab. Choose the Font color option in the Font group. The Font Color drop down box appears.
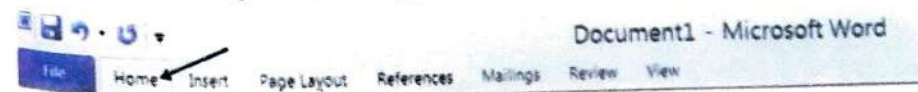

Fig. Home Tab

(iii) Move the mouse pointer over the various font colors. A live preview of the colors will appear in the document.
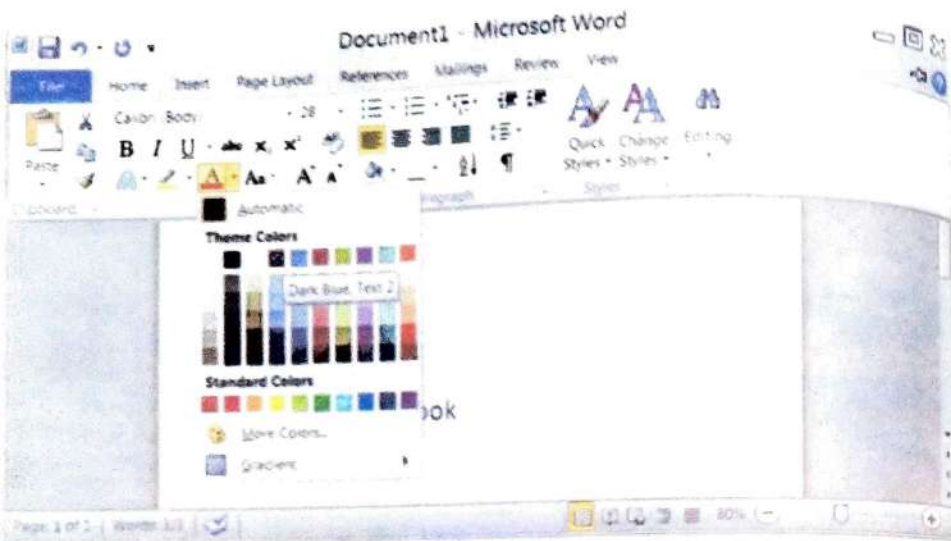

Fig. Color option

(iv) Select the colour according to your choice.

3.6.4 Text Highlight Color

When you use text highlight color option, it means that the text shows like it was marked with a highlighter pen. Steps to use the text highlight color are following :

(i) Select the text that you want to highlight.

(ii) On the Home tab, move the arrow next to Text Highlight Color in the font group.

Fig. Home Tab

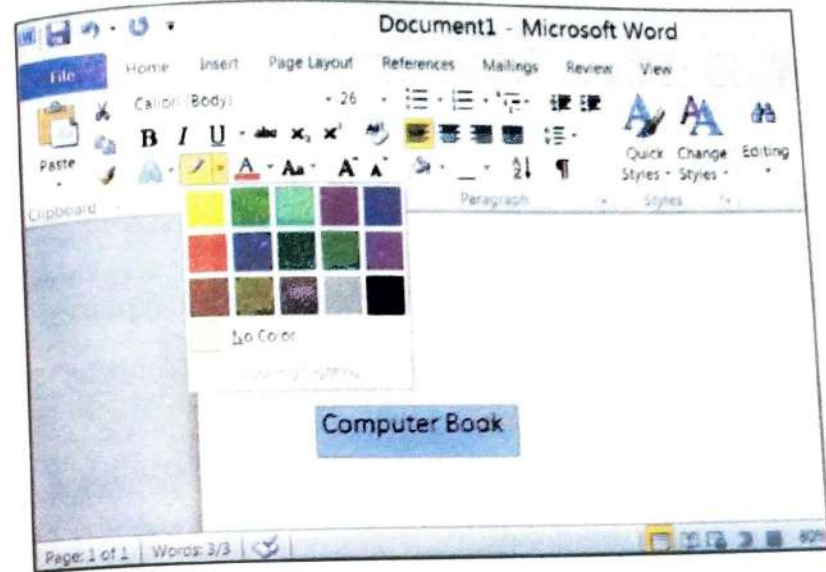*(iii)* Click the color that you require for text.

Fig. Text highlight color

◆ 3.7 ALIGNMENT OF TEXT (LEFT, RIGHT, CENTER & JUSTIFIED)

Paragraph formatting

Formatting a document means modifying text size, font face, color, style, alignment, line spacing, graphics and many more things. Microsoft Word provides many easy ways to add creativity to any document.

3.7.1 Change text alignment

(i) Select the text you want to modify.

(ii) Select one of the four alignment options from the Paragraph group on the Home tab.

3.7.2 Align Text Left

Aligns all selected text to the left margin. (Press Ctrl+L)

3.7.3 Align Text Center

Aligns all selected text to the Center margin. (Press Ctrl+E)

3.7.4 Align Text Right

Aligns all selected text to the right margin. (Press Ctrl+R)

3.7.5 Justify

Aligns text equally on both sides and lines up equally to the right and left margins; used by many newspapers and magazines. (Press Ctrl+J)

Align means to make strength. Align is of four types :

India is a nation with great cultural heritage, huge reserves of natural beauty, human resources and relationship.

Fig. *Left Alignment*

India is a nation with great cultural heritage, huge reserves of natural beauty, human resources and relationship.

Fig. *Right Alignment*

India is a nation with great cultural heritage, huge reserves of natural beauty, human resources and relationship.

Fig. *Centre Alignment*

India is a nation with great cultu 1 heritage, huge reserves of natural beauty, human resources and relationship.

Fig. *Justify*

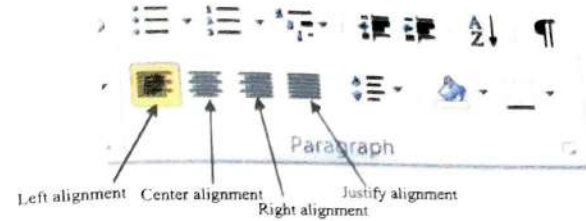Left alignment   Center alignment   Right alignment   Justify alignment

Fig. Text Alignments

◆ 3.8 MARGINS – LEFT, RIGHT, TOP AND BOTOTM

A margin is a space separating text or other elements from the edge of the paper commonly adjusted through the page setup. Most programs allow for the top, bottom, left, and right margins to be set. The standard margin settings are 1" top and bottom and 1.25" left and right.

Page Setup : With page setup we can adjust size of the page and margin.

Perform the following steps for Page Setup :

1. Click on File → Page Setup menu.

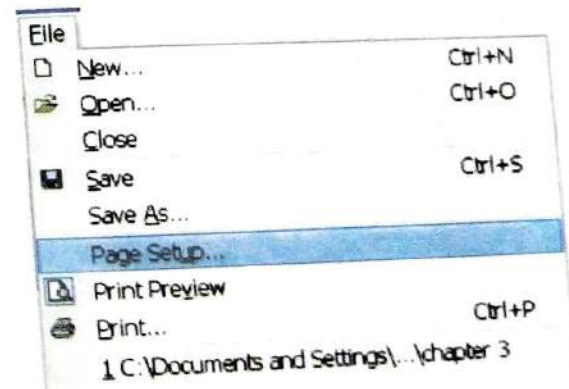| Elle	
☐ New...	Ctrl+N
☞ Open...	Ctrl+O
Close	
🖫 Save	Ctrl+S
Save As...	
Page Setup...	
🔍 Print Preview	
🖶 Print...	Ctrl+P
1 C:\Documents and Settings\...\chapter 3	

Fig. *File Menu*

2. Click on Margin button and set margin on all sides.

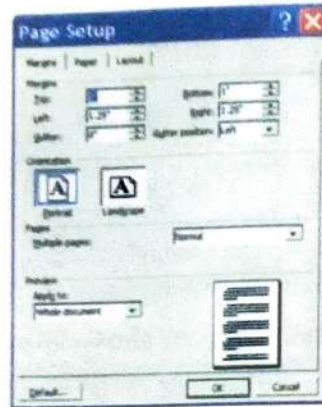3. Click on Paper button and set size of paper (As A4 or Legal).

Fig. *Page setup box*

4. Click on 'OK' button.

◆ 3.9 CUSTAMIZED LINE SPACING

The simple way to change the line spacing for whole document is to highlight or select the paragraphs or entire document that you want to change the line spacing on. Adjusting the line spacing will affect how easily our document can be read. You can increase spacing to improve readability, or reduce it to fit more text on the page.
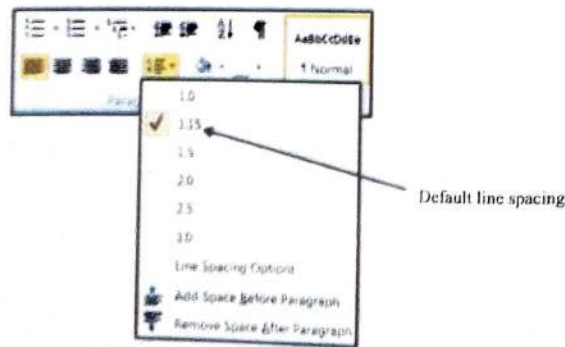

Default line spacing

Fig. Line and Paragraph Spacing

100

(9th)

3.9.1 Formating the line spacing

(i) Select the text you want to format.

(ii) Click the Line and Paragraph Spacing command in the Paragraph group on the Home tab.

(iii) Select the desired spacing option from the drop-down menu.

(iv) From the drop-down menu, you can also select Line Spacing Options to open the Paragraph dialog box. From here, you can adjust the line spacing with even more precision.

Fig. **Paragraph dialog box**

When you select at least or exactly in the Paragraph dialog box, the line spacing is measured in points. Otherwise, it is measured in lines.

It is to note that you can quickly display the "Paragraph" dialog box (Indents and Spacing tab) by clicking on the dialog box launcher in the bottom right corner of this group.

◆3.10 ADDING HEADER AND FOOTER

Headers : A header is text at the top of a page in an electronic document or hard copy. For example, in Microsoft Word, a header could be created in a document to display the page number in the top corner of each page.

(9th)   101

Footers : A footer is at the bottom of a page in an electronic document or hard copy.

Headers, footers and page numbers can be added using many ways. The simplest way is to double click on the top or bottom of the page and the header and footer area will appear. Enter the text you wish to be displayed at the top or bottom of every page.
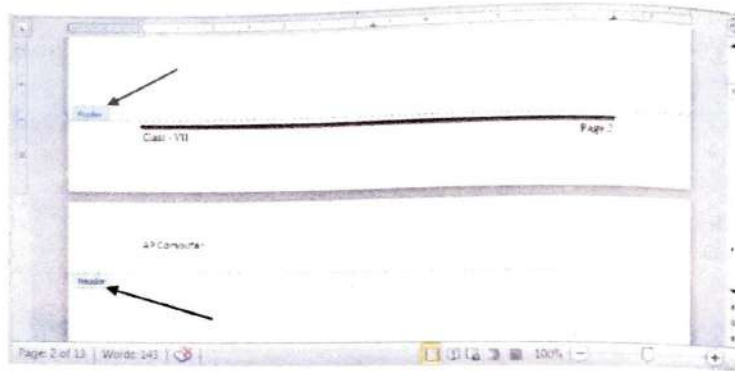

Fig. Displaying Header and Footers in the Page

It is to note that after typing text in the header or footer area, Close Header and Footer on the Design tab (under Header & Footer Tools).
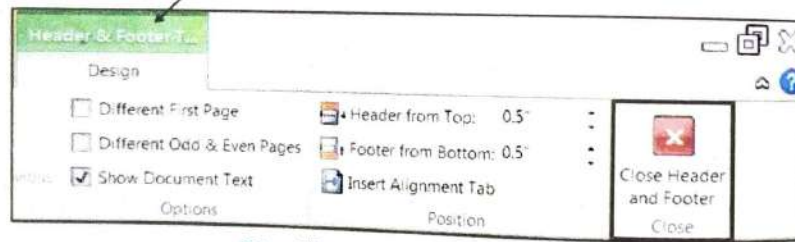

Fig. Close Header and Footer

Steps to add Header or Footer :

(*i*) On the Insert tab, in the Header & Footer group, click Header or Footer.

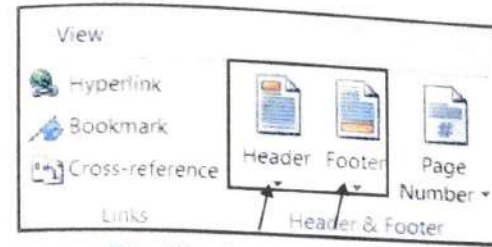(*ii*) Click the header or footer that you want to add in your document and your header or footer area will open.

Fig. Header and Footer Tools

(*iii*) Type text in the header or footer area.

(*iv*) To return to the body of your document, click Close Header and Footer on the Design tab (under Header & Footer Tools).

Removing headers and footers : Do the following steps

Click on Insert → Header & Footer → Header or Footer.

(*i*) Click on the Header, Footer or Page Number Command in Header & Footer group on Insert Tab.

(*ii*) A drop down menu will appear.

(*iii*) Click Remove button at the bottom of the menu.
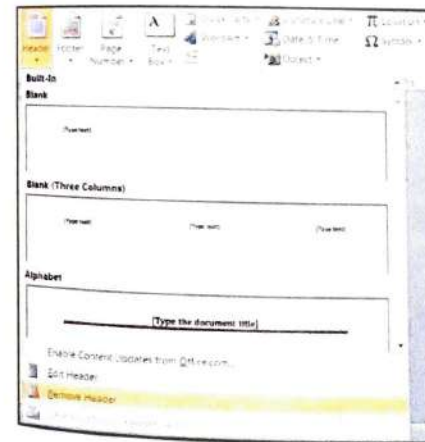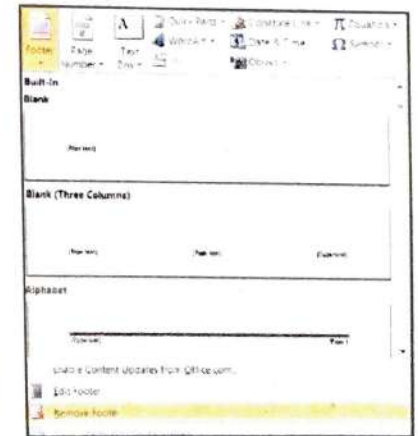

Fig. Remove headers

Fig. Remove footers

Perform the following steps for Header and Footer :

1. Click on View → Header and Footer menu. The Toolbar will appear.

2. You will see frame on each upper and lower side. Fill page number in header, click on insert page number button of tool bar.

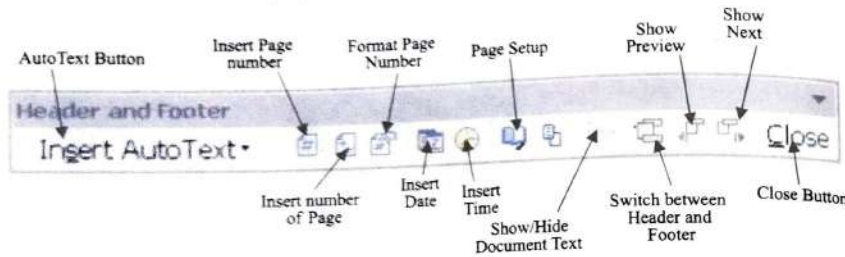3. Click on Insert page number button.

Fig. *Header and Footer Toolbar*

◆ 3.11 PAGE NUMBER

A page number is the number of the specific page in a document. The document may be printed like a Microsoft Word document. The page number is usually located at the bottom of the page, but sometimes can be found in the upper left or upper-right corner of the document. In printed books, page number one is usually the first page of the first chapter in the book.
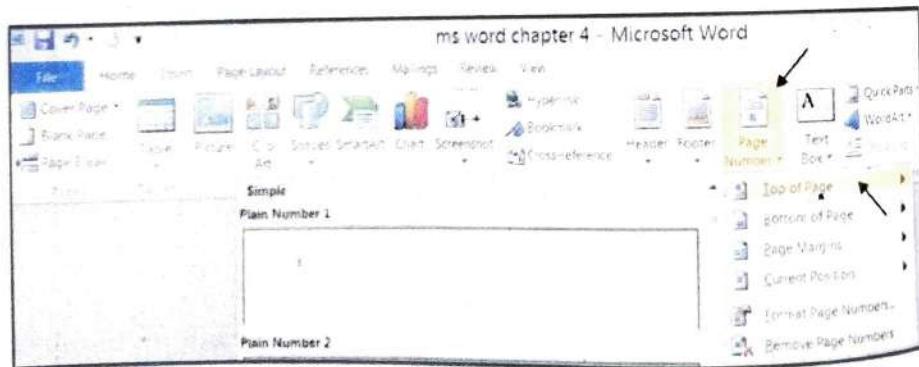

Fig. Displaying Page Number option

3.11.1 Adding Page Numbers

If you want to put a page number on each page, you can quickly add a page number from the gallery.

(*i*) On the Insert tab, in the Header & Footer group, click Page Number.

(*ii*) Click the page number location that you want. (Top of page or Bottom of page)

(*iii*) In the gallery, scroll through the options, and then click the page number format that you want.

3.11.2 Removing Page Numbers

If you want to remove page number, which already added. Do the following steps:

(*i*) On the Insert tab, in the Header & Footer group, click Page Number.

(*ii*) Click the "Remove page Number" option.

◆ 3.12 USING GRAMMAR AND SPELL CHECK UTILITY

It's important to spot and correct any spelling mistakes or grammatical errors you've made In MS Word. You can let Word's spelling and grammar checkers suggest corrections automatically while you work. You can check the spelling and grammar in the file all at once when you've finished writing your document. Microsoft Word 2010 comes with a dictionary of standard grammar and spellings, but they are not comprehensive.

1. Click the Review tab on menu bar.

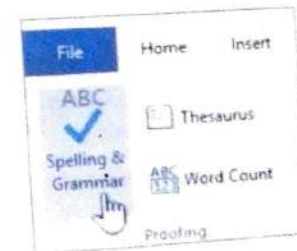2. Click Spelling or Spelling & Grammar.

Fig. Spelling and grammar button on the Review ribbon

3. If the program finds spelling mistakes, a dialog box appears with the first misspelled word found by the spelling checker.

4. After you decide how to resolve the misspelling (ignoring it, adding it to the program's dictionary, or changing it), the program moves to the next misspelled word.

Just Remember

1. Word processor is application software used to type, edit, format and print document.

2. Note Pad is used to create simple text documents without any specific formatting.

3. WordPad also allows you to format your document with different font styles, font size and bullet styles.

4. Microsoft Word is the most popular word processing software.

5. Title bar displays the name of the document and the name of the program.

6. Tabs replace the menu system of MS Word 2003. New Version of MS office created the Tab and Ribbon system in place of dropdown menus.

7. Dialog box launcher is a very small arrow that displays on the bottom right corner of many groups on the Ribbon.

8. Text or Work area is the area where you type your text.

9. The flashing vertical bar is called the insertion point or cursor.

10. Print Layout view displays pages exactly as they will appear when printed.

11. Full Screen Reading view gives a full screen look of the document.

12. Web Layout view shows how a document appears when viewed by a Web browser, such as Internet Explorer.

13. You can use Draft view to quickly edit your document. Draft view is the most frequently used view.

14. The Zoom Slider increases or decreases the viewing area.

15. Ctrl + O keys are used to open an existing document.

EXERCISE

◆ Objective Type Questions

1. Window explorer is used to view :
   (a) Files   (b) Folders
   (c) Both (a) and (b)   (d) None of above

2. We can see drives, files and folders in :
   (a) Address box   (b) Left pane
   (c) Address box   (d) Menu bar

3. Word template include :
   (a) Resume   (b) Agenda
   (c) Business card   (d) All the above

4. Microsoft world provides many easy way to add .... in any document:
   (a) Picture   (b) Creativity
   (c) Clip   (d) None of above

5. Shortcut command for italic is :
   (a) Ctrl + B   (b) Ctrl + I
   (c) Ctrl + U   (d) None of above

◆ True or False

1. We can measure the text and graphic with ruler. ☐

2. When you start word, you see document. ☐

3. The document is saved in primary memory of the computer. ☐

4. You cannot get print out of the recorded data. ☐

5. If we copy text then we have to paste it line where is the same document. ☐

1. What is window explorer ?
2. Name the parts of window explorer.
3. What do you mean by formatting a document ?
4. What is undo command ?
5. Name the three basic font styles used in text.

Short Answer Type Question

1. How you will start MS Word ?
2. What are the uses of MS Word ?
3. What are the style to create a document in MS Word ?
4. How you will open a document ?
5. What are the steps for page set up ?

Long Answer Type Question

1. Describe the parts of MS Word screen.
2. How you will create a resume in MS Word template ?
3. How you will print and preview a document ?
4. How you edit and format a document text ?
5. How you will format the line spacing ?
6. How you will add and remove the header and footer ?

>>>>>> **Answers Key** <<<<<<

1. (c) Both (a) and (b), 2. (b) Left pane, 3. (d) All the above, 4. (a) Picture,
5. (b) Ctrl + I,
   1. True, 2. True, 3. False, 4. False, 5. False.

4

DIGITAL PRESENTATION – POWERPOINT

Objective of Learning

◆ 4.1 MS POWERPOINT : INTRODUCTION TO POWERPOINT

Presentation software is an application software used to make presentations. These days many presentation software like Microsoft PowerPoint, Open Office.org Impress (Open source), Side Rocket are available in market. In this chapter we will discuss PowerPoint in detail.