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	शिवाजी विद्यापीठ, कोल्हापूर ४१६००४, महाराष्ट्र दूरशिक्षण व ऑनलाईन शिक्षण केंद्र		
	दूरध्वनी – ईपीएबीएक्स – २६०९१०५, २६०९४५१, २६०९४५२ www.unishivaji.ac.in, e-mail-cde_sim@unishivaji.ac.in		

जा.क्र. शिवाजी वि/सीडीओई/ **७४**

दिनांक : **28 OCT 2024**

प्रति,

डॉ. निलम जाधव यशवंतराव चव्हाण स्कुल ऑफ रूरल डेव्हलमेंट, शिवाजी विद्यापीठ, कोल्हापूर	डॉ. एन. डी. सपकाळ C/o - Pooja Prasad Jadhav, 526/1 Om Exotica अपार्टमेंट, फ्लॅट न. 305 समार नगर, कोल्हापूर.
श्रीमती. सुप्रिया मोगले हंगामी ऑनलाईन एम.बी.ए. प्रोग्रॅम कोऑर्डिनेटर, दूरशिक्षण व ऑनलाईन शिक्षण केंद्र, शिवाजी विद्यापीठ, कोल्हापूर	

विषय: ऑनलाईन एम.बी.ए भाग १ सत्र १ Computer Application for Business (Paper - V)या विषयाच्या स्वयंअध्ययन साहित्याच्या घटकलेखनाबाबत.

महोदय,

उपरोक्त विषयास अनुसरून आपणास कळविण्यात येते की, ऑनलाईन एम.बी.ए भाग १ सत्र १ Computer Application for Business (Paper - V) स्वयंअध्ययन साहित्यामधील आपल्या नावासमोर दर्शविण्यात आलेल्या घटकांचे लेखन व आपणाकडे सोपविण्यात आले आहे. सदरचे घटक लेखन आपण दि. १० नोव्हेंबर २०२४ पर्यंत या केंद्राकडे जमा करावे.

अ.क्र.	घटकाचे नांव	लेखकाचे नांव
1	**Unit 1** – MS-Word and PowerPoint, Formatting Documents, Tables, Tools , Drawings.	डॉ. निलम जाधव
2	**Unit 2-** Ms-PowerPoint, Formatting Presentation, Graphics and Effects	श्रीमती. सुप्रिया मोगले
3	**Unit 3 -** Ms-Excel, Formatting Worksheet	डॉ. एन. डी. सपकाळ
4	**Unit 4-** Statistical Analysis, Data Visualization	डॉ. निलम जाधव

आपला विश्वासू

सहाय्यक कुलसचिव

MBA Through Online Mode
MBA -I, SEM-I
Paper - V
COMPUTER APPLICATIONS FOR BUSINESS
Unit-I: MS-Word

Objectives:

1) **Identify** the key components and fundamental commands within the Microsoft Word environment.
2) **Articulate** the procedures for formatting text, paragraphs, and pages in Microsoft Word, encompassing elements such as font manipulation, spacing adjustments, and page layout modifications.
3) **Demonstrate** proficiency in the creation and formatting of tables, including the application of sorting algorithms and cell merging techniques.
4) **Apply** advanced features such as Mail Merge and macros to automate document production and implement customization options.

Introduction:

This unit provides a comprehensive introduction to Microsoft Word, a robust word processing software widely employed for document creation, editing, and formatting. The unit commences with an overview of MS Word's core components and fundamental commands, establishing a foundation for subsequent learning. Students will develop proficiency in document formatting, encompassing font manipulation, paragraph configuration, and page layout design to optimize readability and presentation. A dedicated section on tables will provide practical experience in table creation, formatting, sorting, and data management. Furthermore, the unit will introduce productivity-enhancing tools such as spell check, Mail Merge, macros, and templates to streamline document generation. The integration of graphic elements, including image insertion, formatting, and editing, as well as the utilization of drawing tools, will be explored to enhance document aesthetics. Upon completion of this unit, students will possess the skills to create polished, professional documents, leveraging the full spectrum of MS Word's functionalities.

Beyond core functionalities, this unit underscores the significance of collaborative features within MS Word. Students will acquire skills in change tracking, commenting, and real-time co-

authoring of shared documents. Emphasis will be placed on utilizing the 'Review' tab for document revision and feedback, including familiarity with document protection and security protocols. The curriculum will also cover the implementation of headers, footers, and advanced page numbering techniques for structuring formal documents. Finally, students will explore the creation of professional reports, resumes, and newsletters, integrating design principles and functional elements to adhere to specific formatting standards. This holistic approach ensures that learners can effectively utilize MS Word for both routine tasks and sophisticated document production requirements.

Section-1

1. Introduction to MS Office Components

History of MS-Office:

Version of MS-Office	Name of Operating System
MS-Office 2.0	Windows 95
MS-Office 95	Windows NT
MS-Office 97	Windows 98
MS-Office 2000	Windows 2000
MS-Office XP	Windows ME
MS-Office 2003	Windows XP
MS-Office 2007	Windows Vista
MS-Office 2010	Windows 7
• MS-Office 2016 • MS-Office 2019 • MS-Office 2021 • MS-Office 365	Windows 10

Microsoft Office Suite: Overview

Microsoft Office, commonly referred to as MS Office, is one of the most widely used office productivity suites worldwide. From writing documents to analyzing data and creating stunning presentations, MS Office provides tools for all professional and personal needs. MS Office is a collection of software applications designed to improve productivity. Developed by Microsoft, it includes various applications that cater to document processing, data management, communication, and collaboration. MS Office was first introduced in 1989 for Macintosh computers and in 1990 for Windows. Over the years, it has evolved to include advanced features, cloud integration, and AI-powered tools, making it indispensable for businesses, students, and professionals.

Some key components of MS Office are:

1. **MS Word**: A word processing software used to create, edit, and format text documents. It is widely used for writing letters, reports, essays, and more.
2. **MS Excel**: A spreadsheet software designed for data organization, calculation, and analysis. It is used for numerical data, graphs, and financial modeling.
3. **MS PowerPoint**: A presentation software that enables users to create slideshows for presentations. It includes tools for adding text, images, graphs, and multimedia.
4. **MS Outlook**: An email management application with additional features like calendars, task management, and contact management.
5. **MS Access**: A database management system for storing, organizing, and managing data using tables, queries, and reports.
6. **MS OneNote**: A note-taking software that allows users to create digital notebooks for organizing thoughts, notes, and ideas.
7. **MS Publisher**: A desktop publishing tool for creating brochures, newsletters, and other types of publications.

Each of these tools serves a specific purpose and can be used in conjunction to complete various tasks such as writing, analysis, presentations, and communication.

Check your progress

1. **Which of the following is NOT a component of MS Office?**
   a) MS Word
   b) MS Excel
   c) MS Paint
   d) MS PowerPoint
   Answer: c) MS Paint
2. **What is the primary purpose of MS Word?**
   a) Creating spreadsheets
   b) Creating presentations
   c) Creating and editing text documents
   d) Managing databases
   Answer: c) Creating and editing text documents
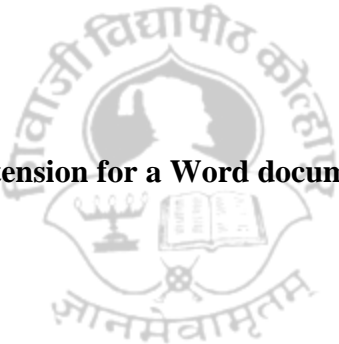3. **Which tab in MS Word contains options for saving and printing documents?**
   a) Home
   b) Insert
   c) File
   d) View
   Answer: c) File
4. **What is the default file extension for a Word document?**
   a) .txt
   b) .docx
   c) .xlsx
   d) .pptx
   Answer: b) .docx

2. Introduction to MS Word

Microsoft Word, part of the Microsoft Office suite, is a **word processing software** that allows users to create, edit, and format text documents. With its vast array of tools, Word is indispensable for writing reports, crafting resumes, designing flyers, and much more. Microsoft Word is one of the most powerful and widely used word processing applications. Whether you are a student, professional, or business owner, knowing how to utilize Word effectively can significantly boost your productivity. It provides a wide range of tools for text formatting, layout adjustments, image insertion, and table creation, making it essential for various types of written communication.

Working with MS Word: Key Features

1.User Interface: The main components of MS Word's interface include the **Ribbon** (containing various tabs for commands like Home, Insert, Layout, etc.), the **Quick Access Toolbar** (for frequently used commands), the **Status Bar** (which provides information about the document, such as page number and word count), and the **Document Window** (where the document content is displayed).

2.File Tab: The "File" tab allows you to create new documents, open existing ones, save documents, print, and access document properties. It also contains the **Backstage View**, which offers additional document management options like saving and sharing.

3.Home Tab: Contains essential tools for editing and formatting text, such as font styles, sizes, colors, alignment, and paragraph formatting.

4.Insert Tab: Lets you insert objects like tables, images, charts, hyperlinks, and shapes into your document.

5.Page Layout Tab: Helps you adjust document margins, page size, orientation, and line spacing.
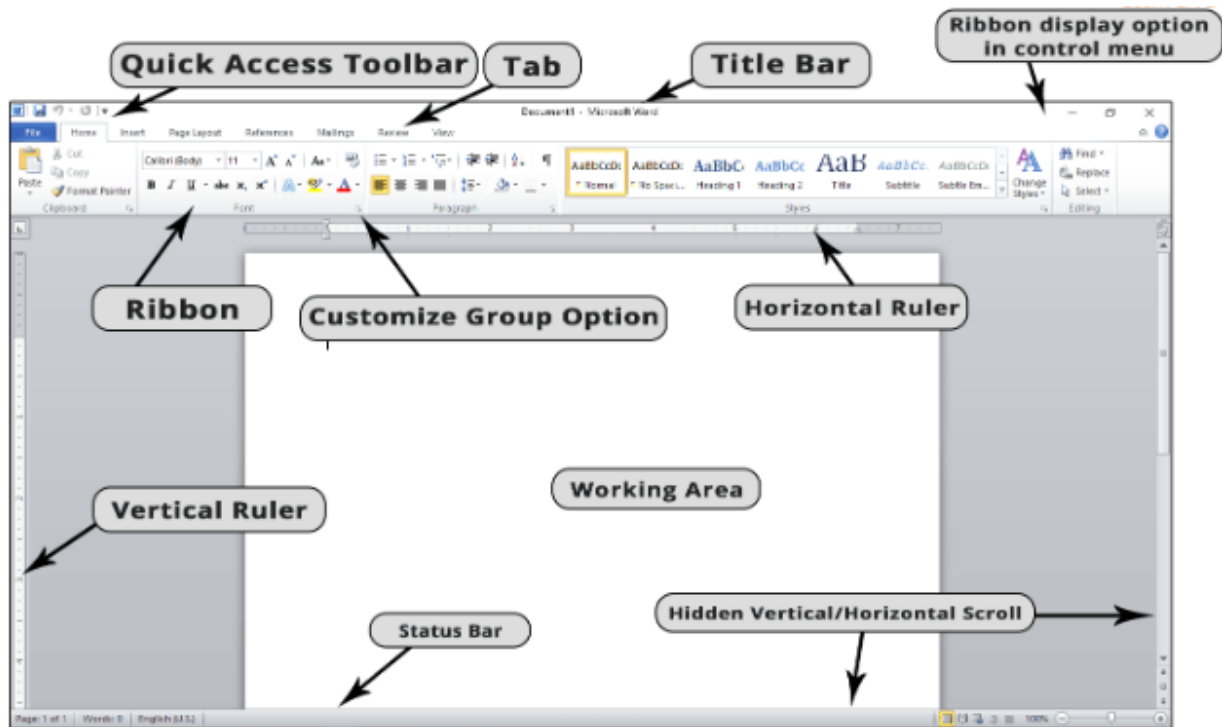
6.Review Tab: Includes tools for spelling and grammar checks, comments, and track changes for collaborative editing.

Microsoft Word consists of various components that enhance its functionality and usability.

Below is a detailed overview of the key components:
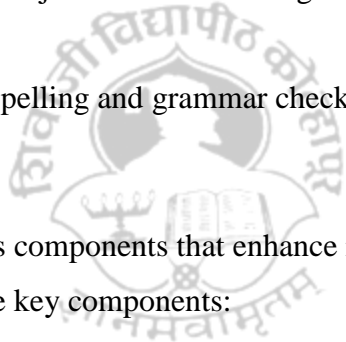
Main Components of Microsoft Word

Components of Ms Word

1. Title Bar

- Located at the top of the window, it displays the name of the document and the application.

- Includes window control buttons: Minimize, Maximize/Restore, and Close.

2. Quick Access Toolbar

- Positioned above or below the ribbon.

- Provides easy access to frequently used commands like Save, Undo, Redo.

- Customizable to include additional commands.

3. Ribbon

- A toolbar below the title bar containing multiple tabs (e.g., Home, Insert, Design).

- Each tab is further divided into groups with related commands.

4. Tabs and Groups

- **Home Tab**: Includes Clipboard (Cut, Copy, Paste), Font (style, size, color), Paragraph (alignment, bullets), and Styles.

- **Insert Tab**: Allows insertion of tables, images, charts, hyperlinks, headers/footers, and text boxes.

- **Design Tab**: Offers themes, colors, page borders, and watermarks to enhance document appearance.

- **Layout Tab**: Manages margins, orientation, size, columns, and spacing.

- **References Tab**: Includes tools for citations, bibliographies, footnotes, and table of contents.

- **Mailings Tab**: Used for creating mail merges and labels.

- **Review Tab**: Contains tools for spell check, comments, tracking changes, and translation.

- **View Tab**: Adjusts document views (Print Layout, Web Layout), zoom levels, and window arrangements.

5. Document Window

- The main area where text and other elements are added or edited.

6. Status Bar

- Located at the bottom of the window.

- Displays information such as page count, word count, language settings.

- Includes view buttons (Read Mode, Print Layout) and a zoom slider.

7. Scrollbars

- Vertical and horizontal scrollbars allow navigation through the document.

8. Ruler

- Displays margins and tab stops for precise alignment of text and objects.

9. Insertion Point (Cursor)

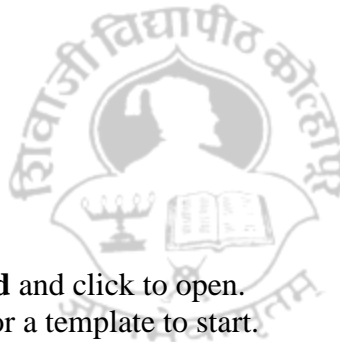- Indicates where text or objects will be inserted in the document.

10. File Tab

- Provides access to file-related options like New, Open, Save, Save As, Print, Share, Export.

3. Working with MS Word

Starting MS Word

1. Open the **Start Menu**.
2. Search for **Microsoft Word** and click to open.
3. Choose a blank document or a template to start.

Where to find MS Word on your personal computer?

Follow these simple steps to open MS Word on your personal computer:

Start → All Programs → MS Office → MS Word.

What are the uses of MS Word?

MS Word enables users to do write-ups, create documents, resumes, contracts, etc. This is one of the most commonly used programs under the Office suite.

How to create an MS Word document?

To create an MS Word doc, follow the steps mentioned above to open Microsoft Word. Then once the program is open, click on "File" followed by "New". This opens a new doc where something new can be created. The preview of the MS Doc file once it is opened is given below:
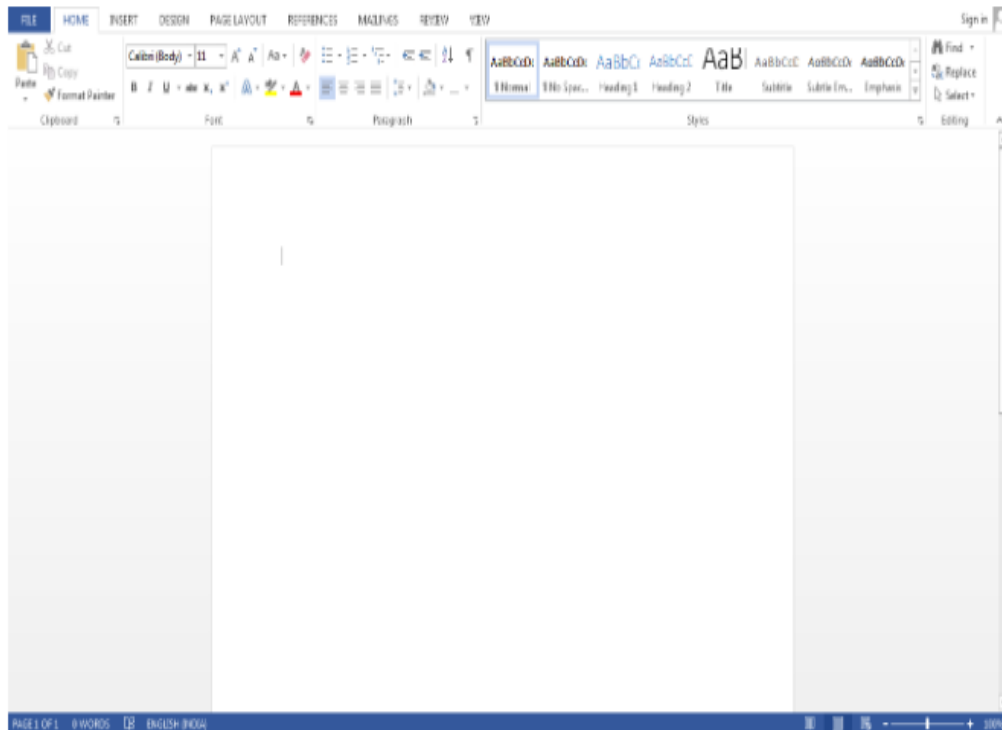

MS Word Interface

- **Ribbon and Tabs**

The Ribbon is a user interface element which was introduced by Microsoft in Microsoft Office 2007. It is located below the Quick Access Toolbar and the Title Bar. It comprises seven tabs; Home, Insert, Page layout, References, Mailing, Review and View. Each tab has specific groups of related commands. It gives you quick access to the commonly used commands that you need to complete a task.
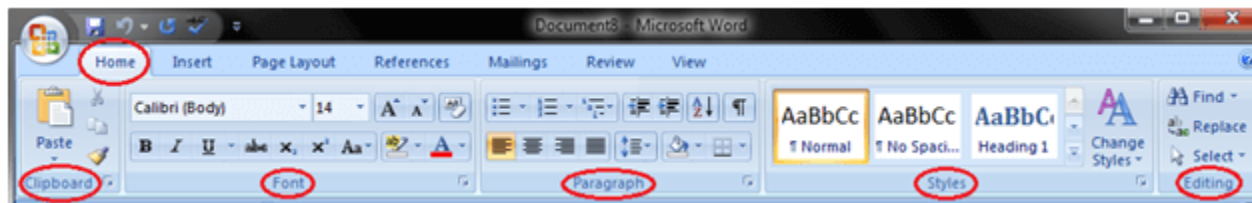
See the image:
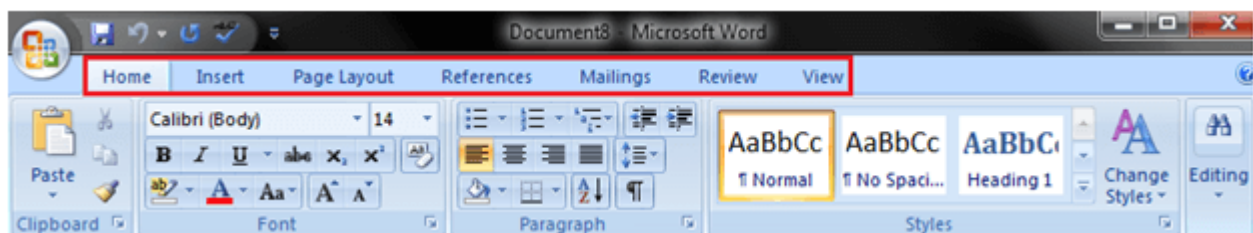
Home tab:

The Home tab is the default tab in Microsoft Word. It has five groups of related commands; Clipboard, Font, Paragraph, Styles and Editing. It helps you change document settings like font size, adding bullets, adjusting styles and many other common features. It also helps you to return to the home section of the document.
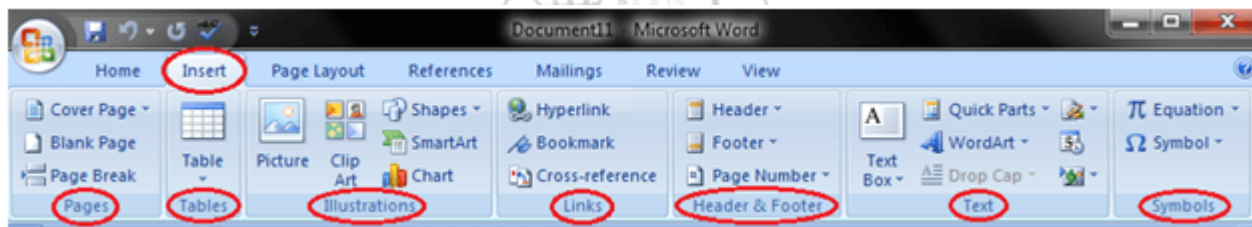
See the image:

Insert tab:

Insert Tab is the second tab in the Ribbon. As the name suggests, it is used to insert or add extra features in your document. It is commonly used to add tables, pictures, clip art, shapes, page number, etc. The Insert tab has seven groups of related commands; Pages, Tables, Illustrations, Links, Header & Footer, Text and Symbols.
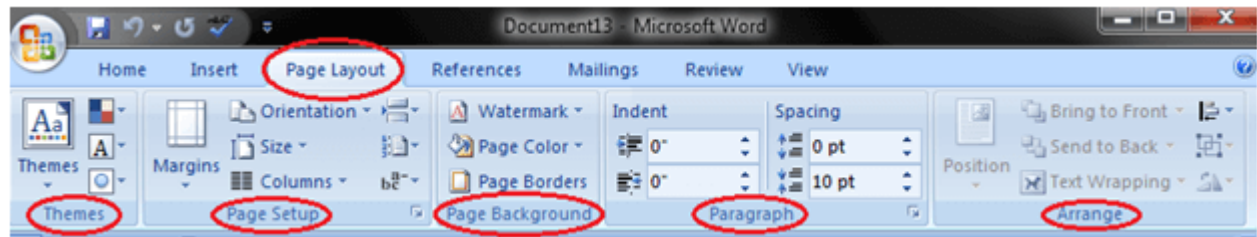
See the image:

Page Layout tab:

It is the third tab in the Ribbon. This tab allows you to control the look and feel of your document, i.e. you can change the page size, margins, line spacing, indentation, documentation orientation, etc. The Page Layout tab has five groups of related commands; Themes, Page Setup, Page Background, Paragraph and Arrange.

See the image:

References tab:

It is the fourth tab in the Ribbon. It allows you to enter document sources, citations, bibliography commands, etc. It also offers commands to create a table of contents, an index, table of contents and table of authorities. The References tab has six groups of related commands; Table of Contents, Footnotes, Citations & Bibliography, Captions, Index and Table of Authorities.

See the image:
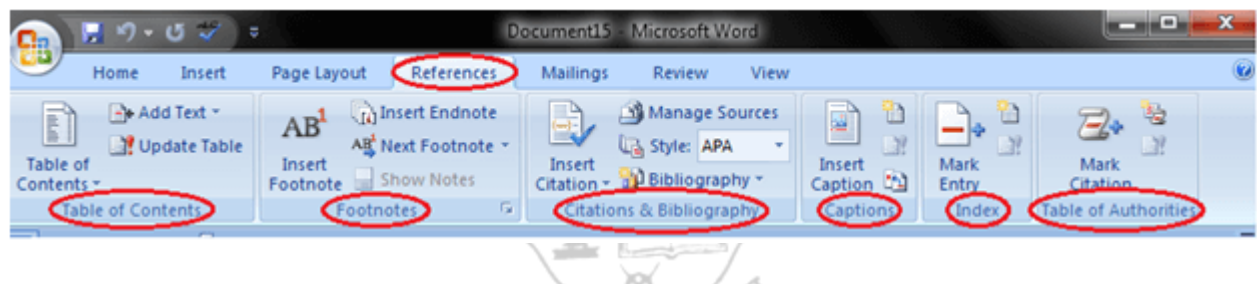
**Mailings tab:**

It is the fifth tab in the ribbon. It is the least-often used tab of all the tabs available in the Ribbon. It allows you merge emails, writing and inserting different fields, preview results and convert a file into a PDF format. The Mailings tab has five groups of related commands; Create, Start Mail Merge, Write & Insert Fields, Preview Results and Finish.
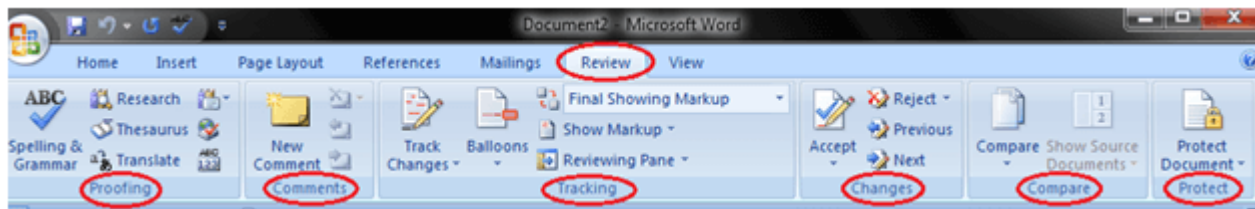
See the image:
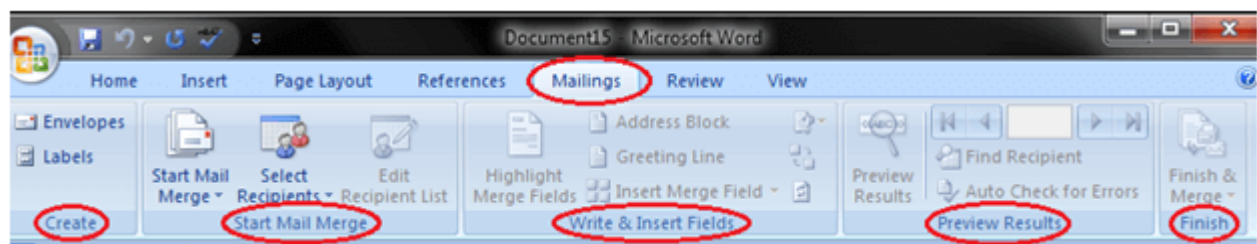
Review tab:

It is the sixth tab in the Ribbon. This tab offers you some important commands to modify your document. It helps you proofread your content, to add or remove comments, track changes, etc. The Review tab has six groups of related commands; Proofing, Comments, Tracking, Changes, Compare and Protect.

See the image:

View tab:

The View tab is located next to the Review tab. This tab allows you to switch between Single Page and Two Page views. It also enables you to control various layout tools like boundaries, guides, rulers. Its primary purpose is to offers you different ways to view your document. The View tab has five groups of related commands; Document Views, Show/Hide, Zoom, Window and Macros.

See the image:
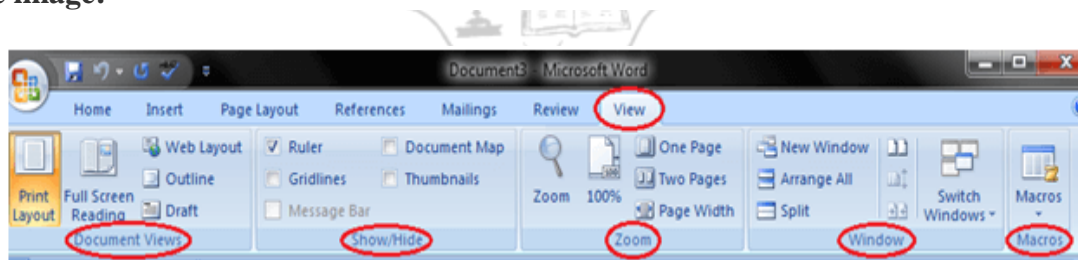
- **The Quick Access Toolbar**

Located just above the Ribbon, the **Quick Access Toolbar** lets you access common commands no matter which tab is selected. By default, it shows the **Save**, **Undo**, and **Redo** commands, but you can add other commands depending on your needs.

To add commands to the Quick Access Toolbar:

1. Click the **drop-down arrow** to the right of the **Quick Access Toolbar**.
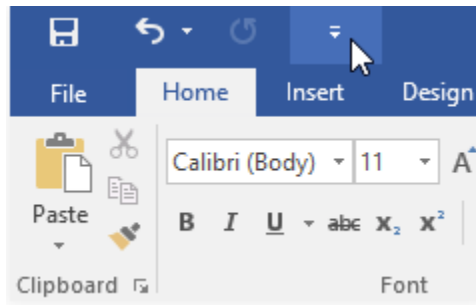
2.Select the **command** you want to add from the menu.
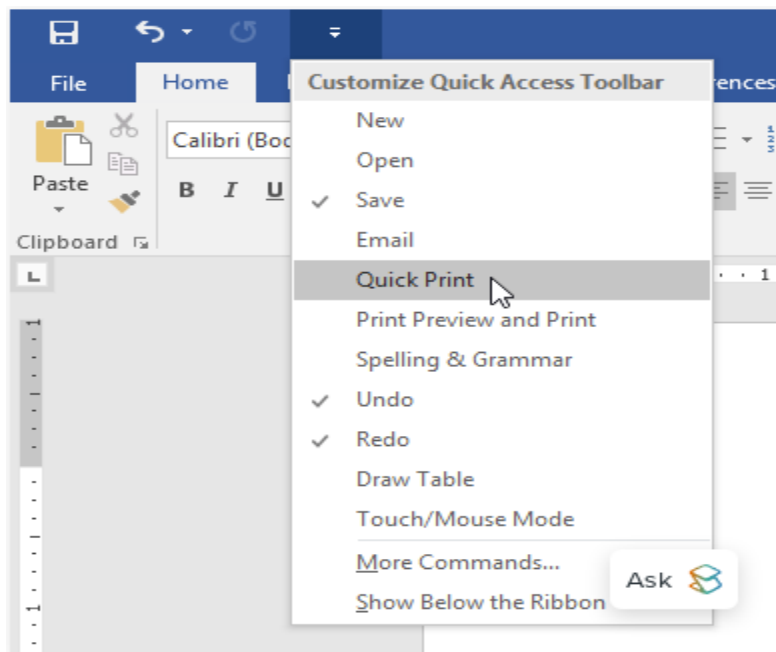
3.The command will be **added** to the Quick Access Toolbar.
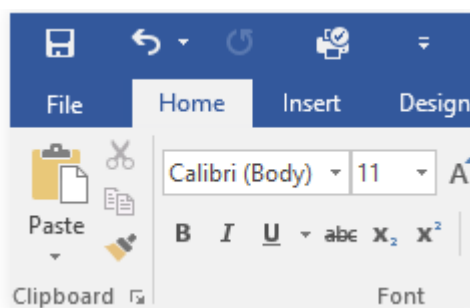
Document Area

This is the area where you type. The flashing vertical bar is called the insertion point and it represents the location where text will appear when you type.
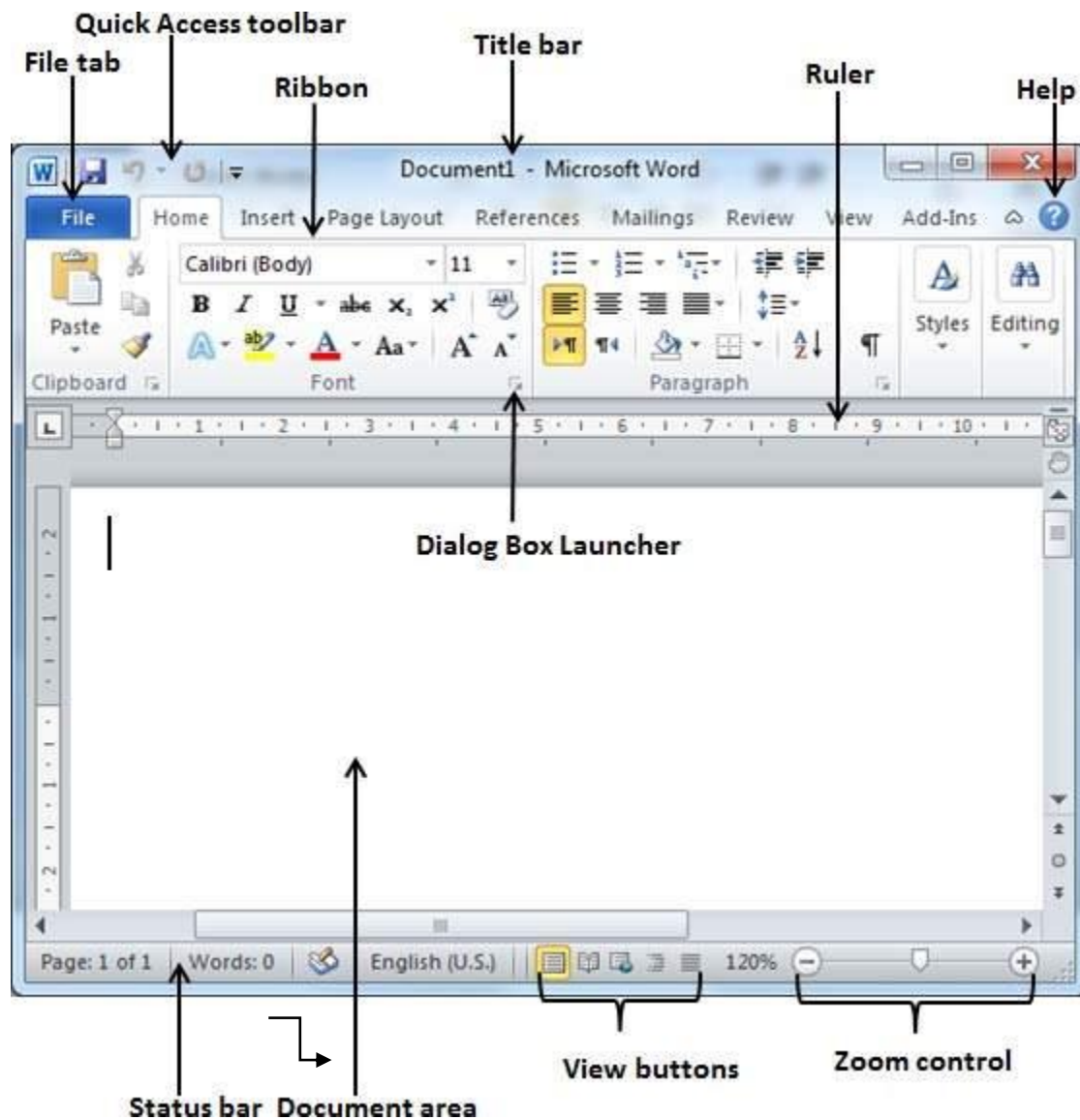
- Status Bar

The Status Bar in Microsoft Word looks simple but it's really useful! It's like a personal helper giving you important info and quick access to various features. Let's see why this small bar is a big deal and how it makes Word easier to use.

Understanding the Status Bar:

The Status Bar is like a horizontal strip that lies at the bottom of the Word window. It displays crucial information about your document and offers shortcuts to perform specific tasks quickly. This bar provides valuable insights and features that streamline your workflow.

Key Features and Functions:
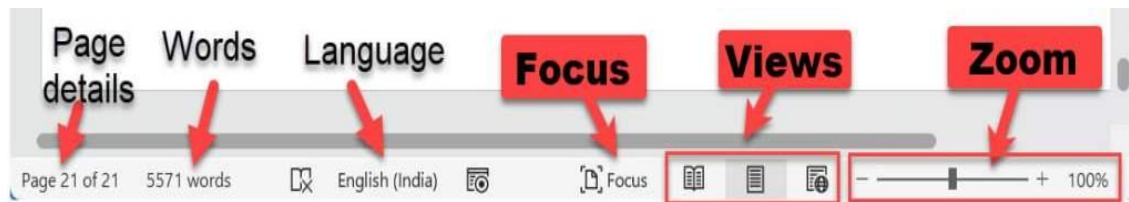
Document Details: The Status Bar provides important things about your document, like which page you're on, the total pages, how many words you've written, and sometimes the language. It helps you know where you are in your document and how much you've written.

Different Views: You can switch between Read Mode, Print Layout, and Web Layout easily. This helps you choose how you want to see your document—maybe focusing on writing, checking how it will look when printed, or seeing how it appears online.

Zoom: Adjust your document's zoom level with a slider. This lets you zoom in or out of your document. Zoom in for a close-up or out for a wider view without going through menus.

You can also use Zoom in(+) or Zoom out (-) buttons, the document size will change by 10% each time when you click them. You can zoom from 10% to 500% to suit your needs.

Zoom Level tells you how close or far you are from your document. Click on it to pick a percentage or set your own.

Spelling and Grammar Check: The Status Bar shows you mistakes in your spelling or grammar while you're typing, so you can fix them right away.

Macro Recording: When you're recording a macro, the Status Bar displays a recording indicator, showing that it's capturing your actions.

Focus Mode: Focus Mode is a bit like wearing blinders—it helps you concentrate by hiding distractions while you write. When you click on it, it clears the screen, leaving only your words for you to focus on.

Objective type questions-

1.Which feature in MS Word allows you to undo the last action?
a) Redo
b) Undo
c) Repeat
d) Copy
Answer: b) Undo

2.What is the shortcut key to save a document in MS Word?
a) Ctrl + S
b) Ctrl + C
c) Ctrl + V
d) Ctrl + P
Answer: a) Ctrl + S

3.Which view in MS Word displays the document as it will appear when printed?
a) Draft View
b) Web Layout
c) Print Layout
d) Outline View
Answer: c) Print Layout

4.What is the purpose of the "Ribbon" in MS Word?
a) To display the document's word count
b) To provide quick access to tools and commands
c) To show the document's page numbers
d) To display the document's formatting
Answer: b) To provide quick access to tools and commands

4. Word basic commands

File Operations

1. **Create a New Document:**
   o Go to **File > New > Blank Document**.
2. **Open an Existing Document:**
   o Go to **File > Open** and select the file.
3. **Save a Document:**
   o Go to **File > Save** or press **Ctrl + S**.
   o For the first save, choose a location and file name.
4. **Save As:**
   o Go to **File > Save As** to save a copy with a new name or format.
5. **Print a Document:**
   o Go to **File > Print** and configure print settings.
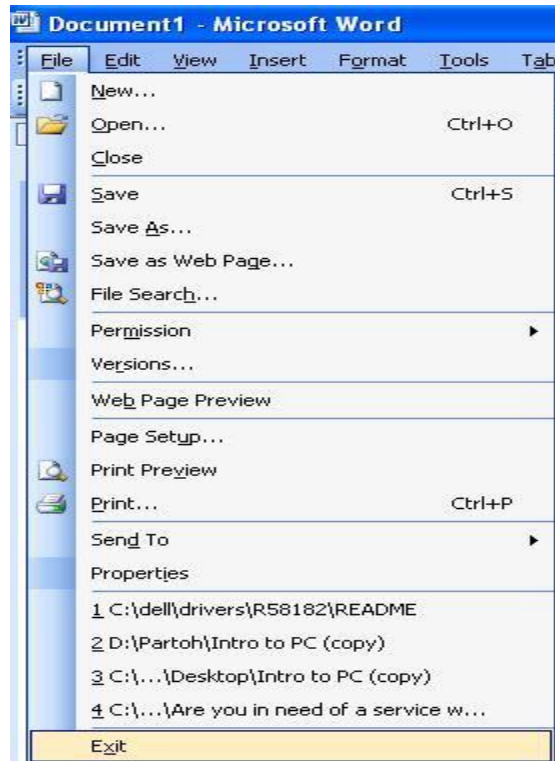
Editing Commands

1. **Typing Text:**
   - Click in the document area and start typing.
2. **Selecting Text:**
   - Click and drag to select text, or use **Ctrl + A** to select all.
3. **Cut, Copy, and Paste:**
   - **Cut: Ctrl + X** (removes text and copies it to the clipboard).
   - **Copy: Ctrl + C** (copies text to the clipboard).
   - **Paste: Ctrl + V** (inserts text from the clipboard).
4. **Undo and Redo:**
   - **Undo: Ctrl + Z** (reverses the last action).
   - **Redo: Ctrl + Y** (repeats the last action).
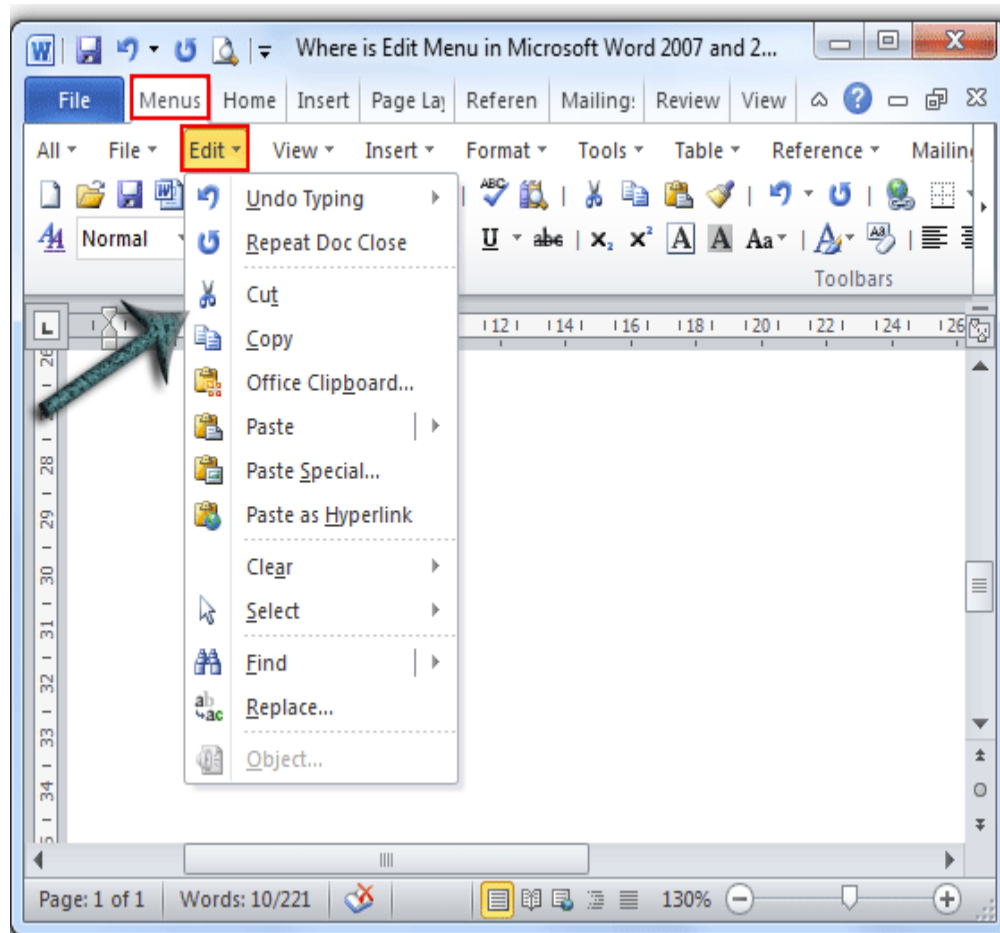
Formatting Commands

1. **Font Formatting:**
   o Change font type, size, color, and style (bold, italic, underline) using the **Home** tab.

Change the Font

Changing a font itself will have the greatest effect on the appearance of text.

1. Select the text you want to change.

2. Click the **Font** list arrow on the Home tab.

   You can also click the **Font** list arrow on the Mini Toolbar that appears when text is selected.

3. Select a new font from the list.
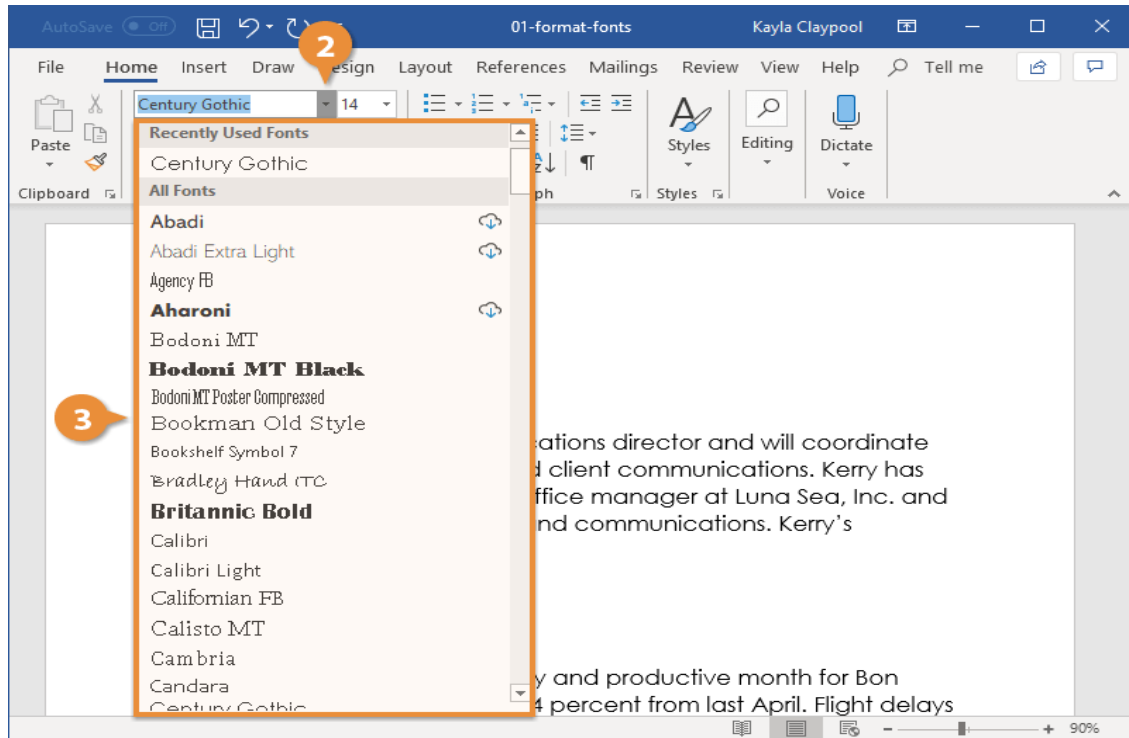
The text is now set in the selected font.

When changing fonts, be sure to choose the right font for the tone of your document. Don't use casual script fonts in a professional document, and also avoid using too many fonts at once.

Font Type	Examples	Description
Serif	Times New Roman, Garamond, Cambria, Georgia, Palatino	Serifs are small details at the ends of some letter strokes, meant to improve legibility. Suitable for both header and body text.
Sans Serif	Arial, Calibri, Helvetica, Verdana, Trebuchet MS	Sans serif fonts lack the small details at ends of letter strokes, leading to a plainer look. Suitable for both header and body text.
Script	Brush Script, Zapfino, Lucida Handwriting	These fonts are meant to mimic handwriting, either calligraphic or casual. Useful in very specific designs,

		but unsuitable for body text and most headers.
Monospace	Courier New, Consolas, American Typewriter	All letters and symbols use the exact same amount of space. Useful when displaying computer code, or when precise horizontal alignment between lines is important.

Change the Font Size

Changing the font size helps differentiate between titles, headers, and body text.

1. Select the text.

2. Click the **Font Size** list arrow on the Home tab.
3. Select a font size.
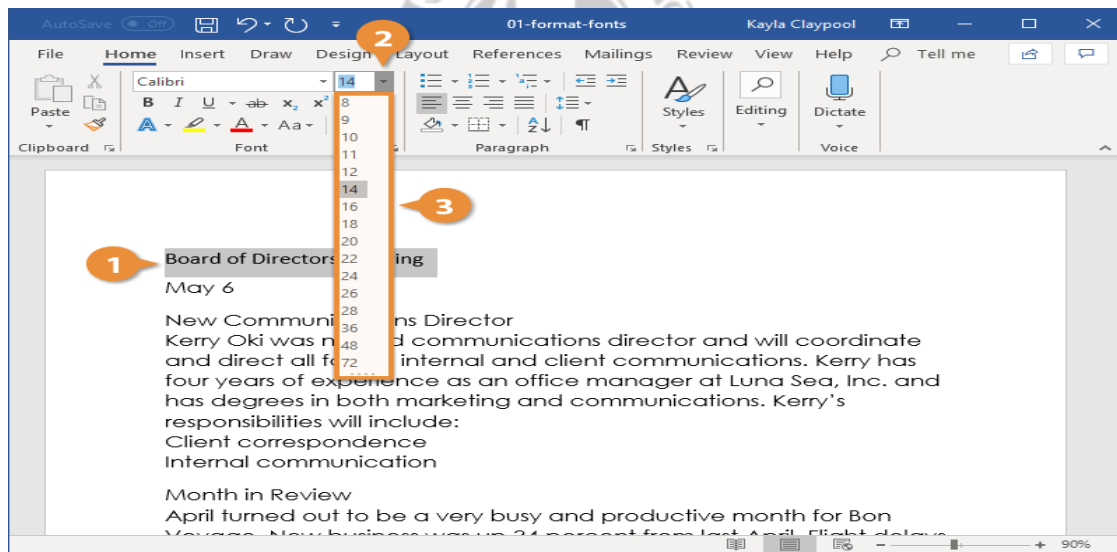
The font size changes.

Click the **Increase Font Size** or **Decrease Font Size** buttons to increase or decrease by one point at a time.

Font size is measured in points (pt) that are 1/72 of an inch. The larger the number of points, the larger the font.

Change the Font Color

You may need to change font color to make text stand out, comply with brand standards, or add visual appeal.

1. Select the text you want to change.

2. Click the **Font Color** list arrow.

   You can also click the **Font Color** list arrow on the Mini Toolbar.

3. Select a new color.

   If you don't like any of the available theme colors, select **More Colors** to display the Colors dialog box.
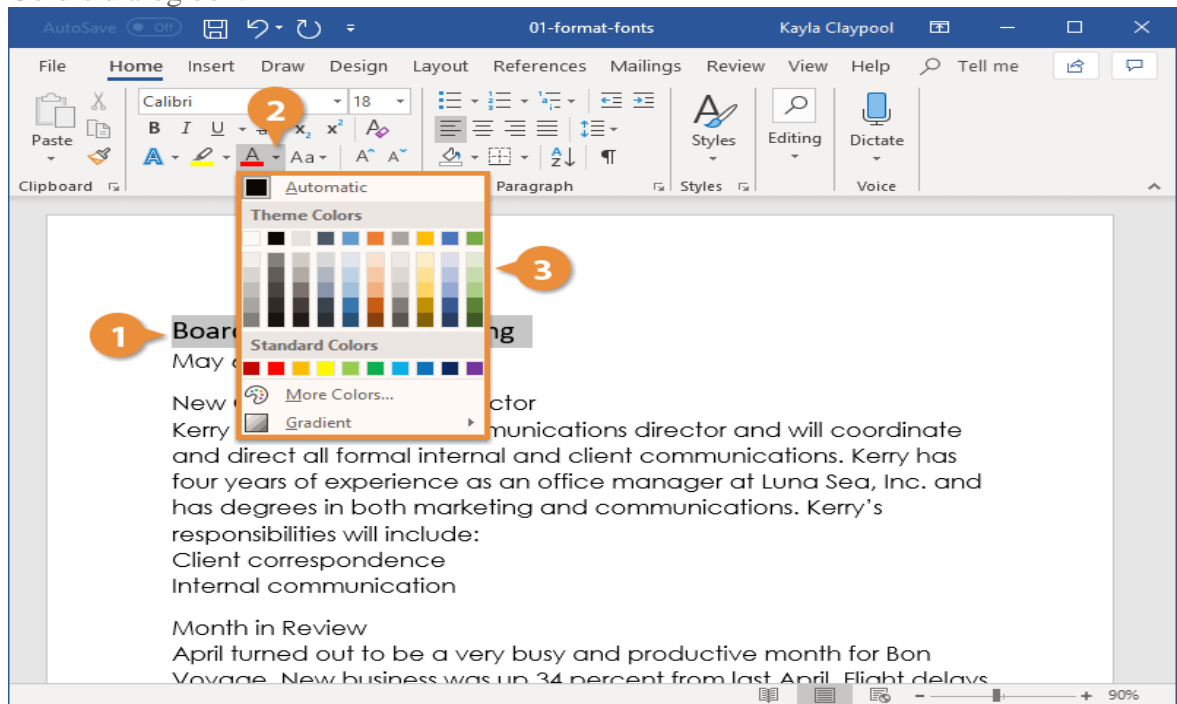
Apply Bold, Italic, or an Underline

In addition to changing font type, size, and color, you can also enhance the text further by using other features in the Font group like bold, italic, or underline.

1. Select the text you want to change.

2. Select **Bold**, **Italics**, or **Underline**.

   Shortcuts:
   - To bold: **Ctrl** + **B**
   - To italicize: **Ctrl** + **I**
   - To underline: **Ctrl** + **U**
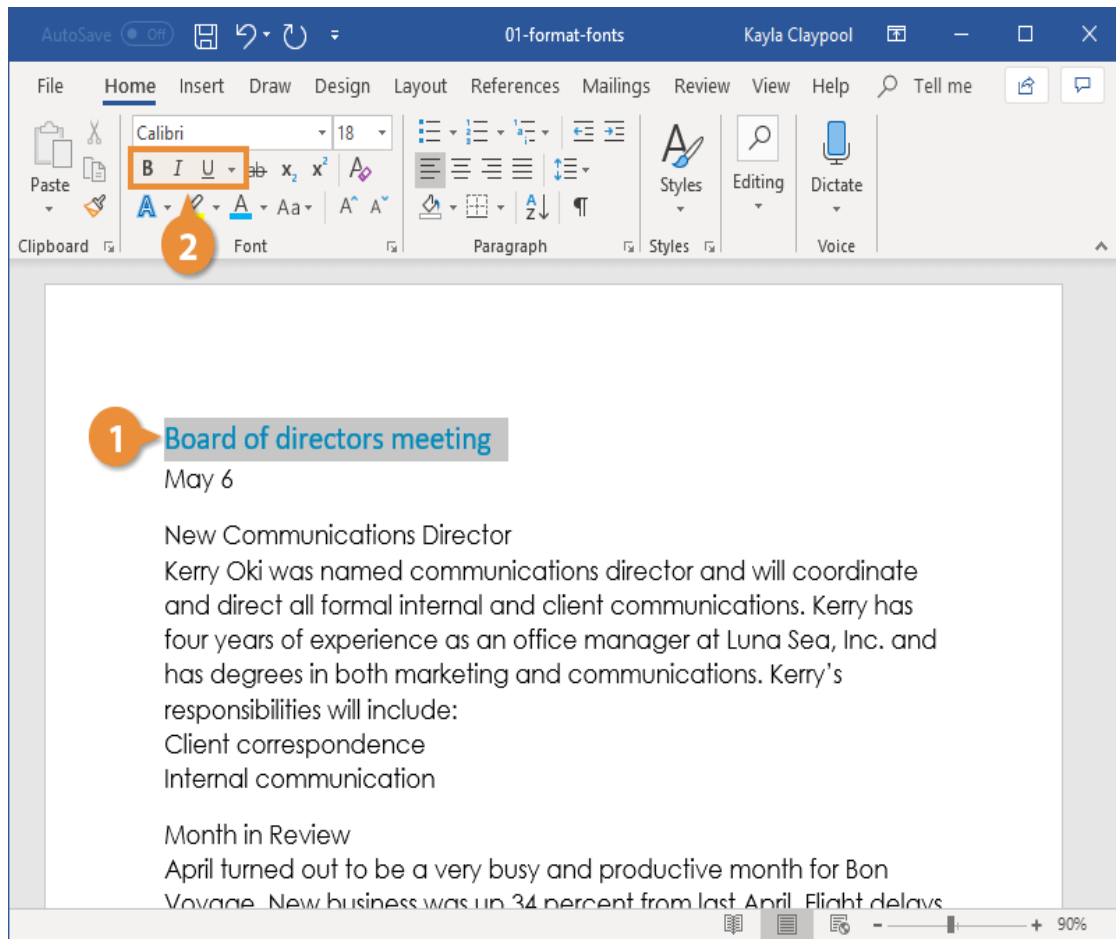
The effect is applied.

Change the Case

If you want to change the case of a block of text, you don't need to retype the whole thing. You can easily change the case of selected text with the Change Case menu.

1. With the text selected, click the **Change Case** button.
2. Select a case option:

- Sentence case
- lowercase
- UPPERCASE
- Capitalize Each Word
- tOGGLE cASE
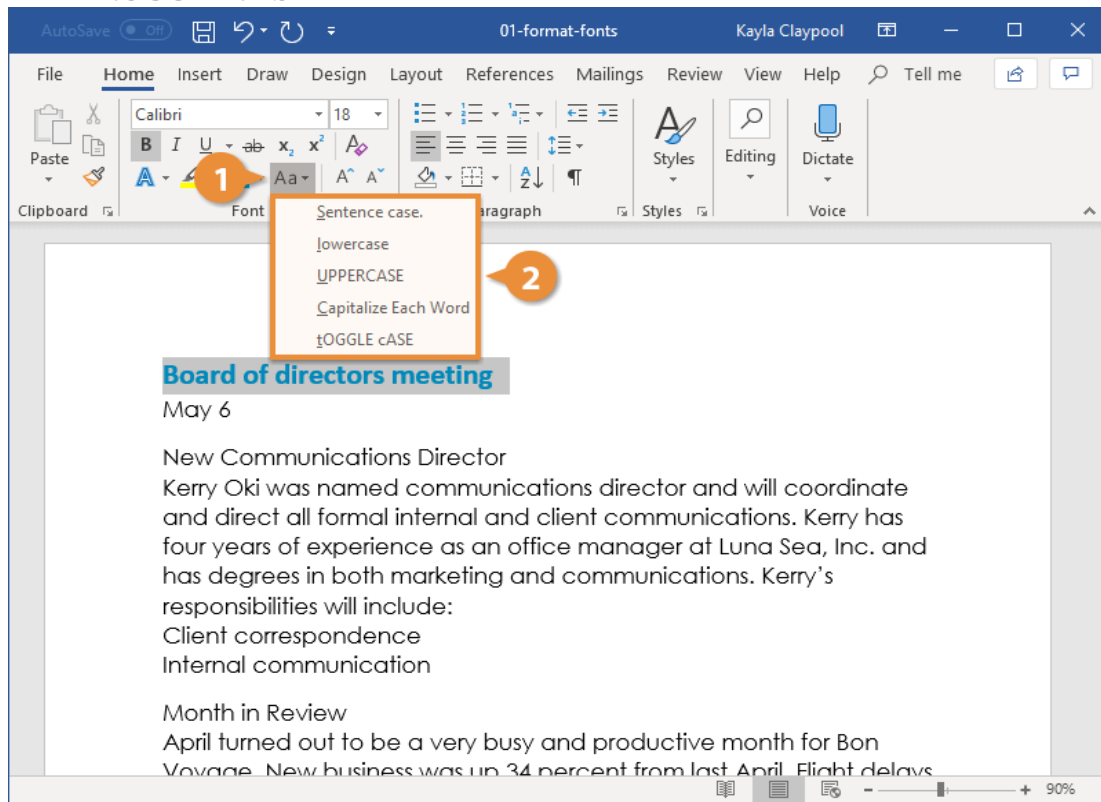
Clear Formatting

If you change your mind and want to remove all formatting from text, you can easily clear all formatting at once.

1. With the text selected, click **Clear All Formatting**.
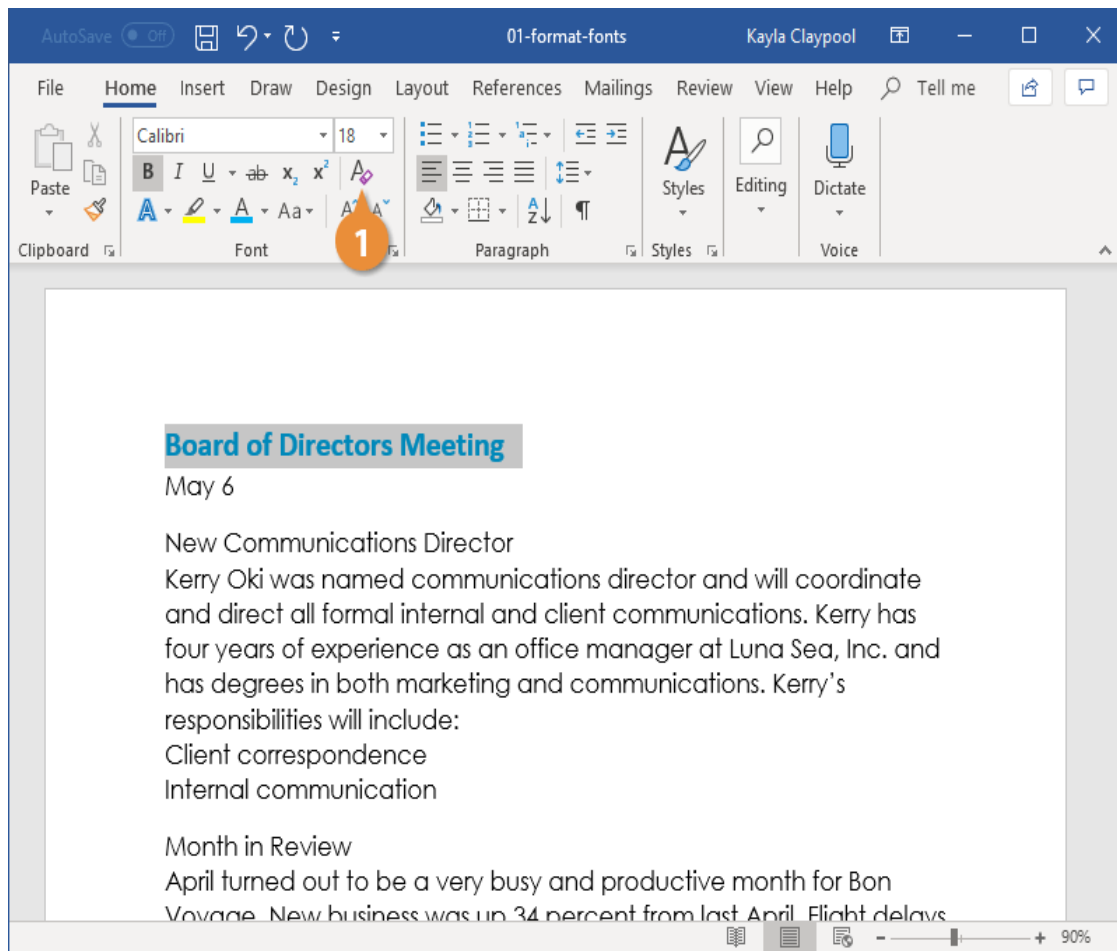
The extra formatting is removed, and the text is reset to the default style.

2. Paragraph Formatting:

Text alignment

When creating a professional document (or just one that you want to look really neat)

you will need to think about aligning your text. This basically means positioning it so that it all lines up neatly. You can do this using the text alignment buttons in your toolbar. **We have highlighted them in red above.**

There are four different alignment options.

1. Align Text Left
2. Centre Text
3. Align Text Right
4. Justify Text

It's completely up to you which text alignment option you choose, **however left alignment tends to be the most popular choice.**

Line spacing
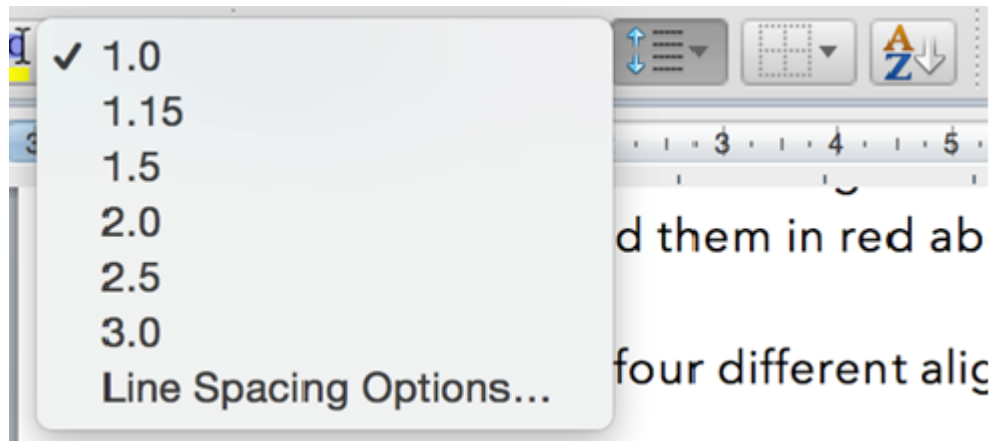
Word also allows you to alter your line spacing. As the name suggests, this is the space that goes in between each line you type. **You can change the settings by clicking on the line spacing button in your toolbar (see the image above).**
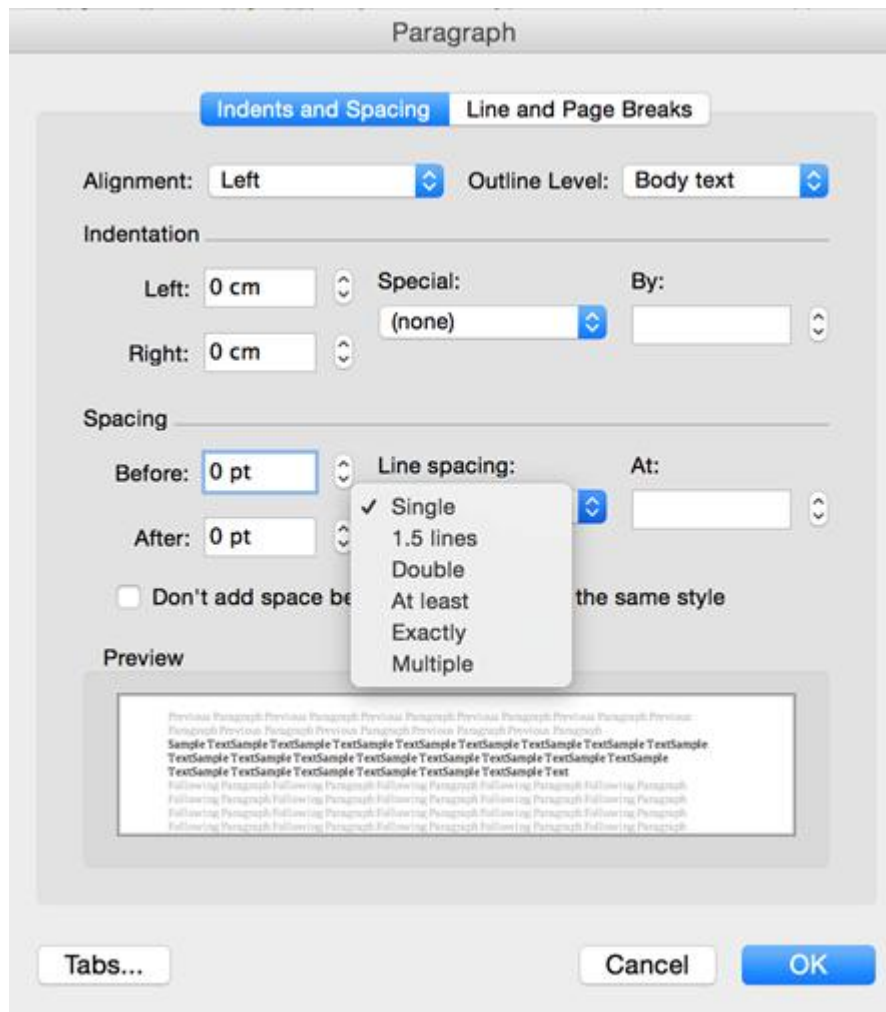
If you click on Line Spacing Options, **you will find other options to choose from.** Remember if you have already created a Word document and want to change the line spacing, you will need to highlight the text before selecting a new line spacing option.

Paragraph spacing

If you want more or less space between your paragraphs, you will need to alter the paragraph spacing options in Word. **To do this you can either click on Line Spacing Options or click on Format in your toolbar and then Paragraph.**

This will bring up the same box as for Line Spacing Options; however you will need to alter the boxes highlighted in red above to change your paragraph spacing.

The higher the value you enter, the more space will appear before and after your paragraphs.

To edit paragraphs you have already created, you will need to highlight them first.

3. Bullets and Numbering:

Simple bullets

Often you will need to use bullet points in your documents to break up large chunks of text, provide instructions and create lists. Creating simple bullets in Word is really easy.
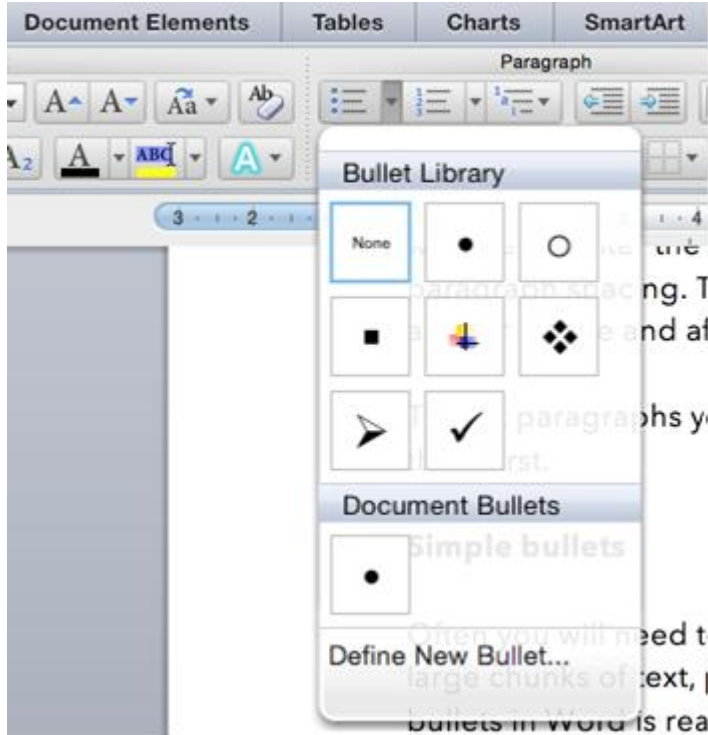
Simply click on the bulleted list button in the task bar and a bullet point will appear on your screen.

If you want to put existing text into simple bullets, simply highlight the text and click the bulleted list button. **Every time you press Enter a new bullet point will appear.**

Changing bullet points

You can change the type of bullet point you use by selecting a new one from the bullet library. Simply click on the down arrow next to the bulleted list button to reveal the library and make your selection.

Create a list from existing text

1. Select the text you want to change into a list.
2. Go to **Home**> **Bullets** or **Home**> **Numbering**.
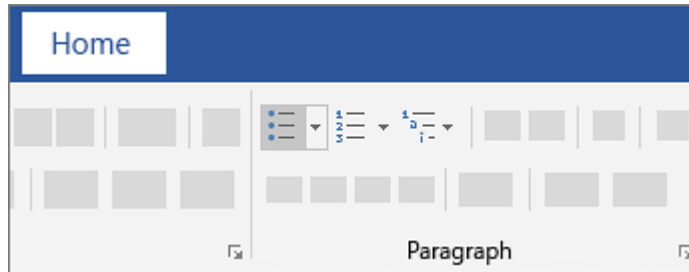
4. Styles

In Microsoft Word, you can use **styles** to quickly format your document with a consistent and professional look. Styles are predefined sets of formatting options (like font, size, color, spacing, etc.) that you can apply to text, headings, paragraphs, and more.

Types of Styles in Word

1. **Paragraph Styles** – Apply to entire paragraphs (e.g., Normal, Heading 1, Heading 2, Title).
2. **Character Styles** – Apply to selected text within a paragraph (e.g., Strong, Emphasis).
3. **Linked Styles** – Can behave as either paragraph or character styles (e.g., some default heading styles).
4. **Table Styles** – Format tables with borders, shading, and alignment.
5. **List Styles** – Apply to bulleted or numbered lists.

How to Apply Styles in Word

1. **Using the Styles Gallery** (Home Tab):
   o Select text or place the cursor in a paragraph.
   o Click a style (e.g., **Heading 1**, **Title**, **Subtitle**) from the **Styles** group in the **Home** tab.
2. **Using the Styles Pane (More Options):**
   o Press **Ctrl + Alt + Shift + S** to open the **Styles** pane.
   o Click any style to apply it.
3. **Modifying or Creating New Styles:**
   o Right-click a style in the **Styles Gallery** and choose **Modify**.
   o Adjust font, size, color, spacing, etc.
   o Click **New Style** (in the Styles pane) to create a custom style.
4. **Applying Styles with Keyboard Shortcuts:**

- o **Ctrl + Alt + 1** → Apply **Heading 1**
- o **Ctrl + Alt + 2** → Apply **Heading 2**
- o **Ctrl + Shift + N** → Apply **Normal** style

Benefits of Using Styles

- **Consistency** – Uniform formatting across the document.
- **Efficiency** – Quick changes by modifying the style instead of manual formatting.
- **Navigation** – Easily generate a **Table of Contents** based on heading styles.
- **Accessibility** – Helps screen readers interpret document structure.

Inserting Elements

1. **Insert Pictures:**
   - o Go to **Insert > Pictures** to add images.
2. **Insert Tables:**
   - o Go to **Insert > Table** and choose the number of rows and columns.
3. **Insert Shapes:**
   - o Go to **Insert > Shapes** and select a shape to draw.
4. **Insert Hyperlinks:**
   - o Select text, go to **Insert > Link**, and enter the URL.

View Options

1. **Zoom:**
   - o Adjust the zoom level using the slider in the bottom-right corner.
2. **View Modes:**
   - o Switch between **Print Layout**, **Web Layout**, and **Read Mode** from the **View** tab.

5. Keyboard Shortcuts

Shortcut	Action
Ctrl + N	Create a new document.
Ctrl + O	Open an existing document.
Ctrl + S	Save the document.
Ctrl + P	Print the document.
Ctrl + Z	Undo the last action.
Ctrl + Y	Redo the last action.
Ctrl + X	Cut selected text.
Ctrl + C	Copy selected text.
Ctrl + V	Paste copied or cut text.
Ctrl + B	Bold text.
Ctrl + I	Italicize text.
Ctrl + U	Underline text.
Ctrl + A	Select all text.
Ctrl + F	Find text in the document.
Ctrl + H	Replace text in the document.

Check your progress

1.Which command is used to copy selected text in MS Word?
a) Ctrl + X
b) Ctrl + C
c) Ctrl + V
d) Ctrl + Z
Answer: b) Ctrl + C

2.What is the function of the "Ctrl + Z" shortcut in MS Word?
a) Redo the last action
b) Undo the last action
c) Copy the selected text
d) Paste the copied text
Answer: b) Undo the last action

3.Which command is used to paste copied text in MS Word?
a) Ctrl + X
b) Ctrl + C
c) Ctrl + V
d) Ctrl + P
Answer: c) Ctrl + V
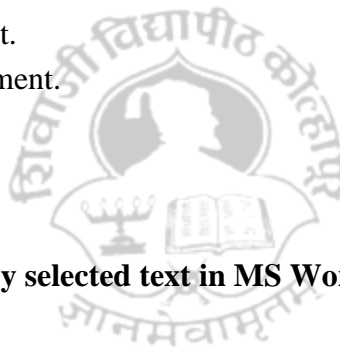
4.What is the purpose of the "Find" command in MS Word?
a) To replace text in the document
b) To search for specific text in the document
c) To count the number of words in the document
d) To check the spelling of the document
Answer: b) To search for specific text in the document

5.Which command is used to print a document in MS Word?
a) Ctrl + P
b) Ctrl + S
c) Ctrl + C
d) Ctrl + V
Answer: a) Ctrl + P

6.What is the purpose of the "Save As" command in MS Word?
a) To save the document with a new name or location
b) To save the document for the first time
c) To save the document automatically
d) To save the document as a template
Answer: a) To save the document with a new name or location

Long Answers questions………..

1. Discuss the process of working with MS Word, from starting a document to formatting it effectively.
2. Describe the basic commands in MS Word that improve productivity and document management.

Short answer questions………

1. What are the main components of MS Office, and how do they integrate with MS Word?
2. Describe the basic commands used to create, edit, and save documents in MS Word.
3. How can you access and use the MS Word interface to start a new document and navigate through its features?

Section-2

Formatting Documents- Setting Font style, alignment, Indent, paragraph setting, page setting, and document style.

Microsoft Word is one of the most widely used word processors, allowing users to create professional-looking documents. Proper formatting is essential for clarity, readability, and a visually appealing presentation.

1. Setting Font Style

- **What is it?**
  Adjusting the appearance of text, including font type, size, color, and effects.
- **How to do it:**
  1. Select the text you want to format.
  2. Use the **Home** tab on the Ribbon.
  3. Options include:
     - **Font Type:** Choose from a list of fonts (e.g., Arial, Times New Roman).
     - **Font Size:** Adjust the size of the text (e.g., 12pt, 14pt).
     - **Font Color:** Change the color of the text.
     - **Bold, Italic, Underline:** Apply styles to emphasize text.
     - **Text Effects:** Add shadows, outlines, or glow.

2. Alignment

- **What is it?**
  Positioning text within the document (left, center, right, or justified).
- **How to do it:**
  1. Select the text or paragraph.
  2. Use the alignment buttons in the **Home** tab:
     - **Align Left (Ctrl + L):** Text aligns to the left margin.
     - **Center (Ctrl + E):** Text is centered between margins.
     - **Align Right (Ctrl + R):** Text aligns to the right margin.
     - **Justify (Ctrl + J):** Text is evenly spaced between left and right margins.

3. Indentation

- **What is it?**
  Adjusting the space between text and the margin.
- **How to do it:**
  1. Select the paragraph(s).
  2. Use the **Increase Indent** or **Decrease Indent** buttons in the **Home** tab.

3. For precise control, use the **Paragraph Settings** dialog box:
    - Go to **Home > Paragraph > Dialog Box Launcher**.
    - Set indentation values for **Left** and **Right**.
- **Types of Indentation:**
    - **First Line Indent:** Indents only the first line of a paragraph.
    - **Hanging Indent:** Indents all lines except the first line (used for references).

4. Paragraph Settings

- **What is it?**
  Adjusting spacing, alignment, and indentation for paragraphs.
- **How to do it:**
    1. Select the paragraph(s).
    2. Use the **Paragraph** group in the **Home** tab.
    3. Options include:
        - **Line Spacing:** Adjust space between lines (e.g., single, 1.5, double).
        - **Paragraph Spacing:** Add space before or after paragraphs.
        - **Alignment:** Align text left, center, right, or justify.
        - **Borders and Shading:** Add borders or background color to paragraphs.

5. Page Settings

- **What is it?**
  Adjusting the layout and appearance of the entire page.
- **How to do it:**
    1. Go to the **Layout** tab (or **Page Layout** in some versions).
    2. Options include:
        - **Margins:** Set top, bottom, left, and right margins.
        - **Orientation:** Choose **Portrait** (vertical) or **Landscape** (horizontal).
        - **Size:** Set paper size (e.g., A4, Letter).
        - **Columns:** Divide text into multiple columns.
        - **Page Breaks:** Insert breaks to start a new page.

6. Document Style

- **What is it?**
  Applying consistent formatting throughout the document using styles.
- **How to do it:**
    1. Go to the **Home** tab.
    2. Use the **Styles** group to apply predefined styles:

- **Headings:** Use **Heading 1**, **Heading 2**, etc., for titles and subtitles.
- **Normal:** Default style for body text.
- **Custom Styles:** Create your own styles for consistent formatting.
3. Modify styles:
   - Right-click a style and select **Modify**.
   - Adjust font, size, color, spacing, etc.

7. Page Background

- **What is it?**
  Adding color, borders, or watermarks to the page background.
- **How to do it:**
  1. Go to the **Design** tab.
  2. Options include:
     - **Page Color:** Add a background color.
     - **Watermark:** Insert text (e.g., "Confidential") or an image behind the text.
     - **Page Borders:** Add borders around the page.

8. Headers and Footers

- **What is it?**
  Adding text or graphics at the top (header) or bottom (footer) of every page.
- **How to do it:**
  1. Go to the **Insert** tab.
  2. Click on **Header** or **Footer** and choose a style.
  3. Add content like page numbers, document title, or date.

9. Bullets and Numbering

- **What is it?**
  Creating lists with bullets or numbers.
- **How to do it:**
  1. Select the text.
  2. Use the **Bullets** or **Numbering** buttons in the **Home** tab.
  3. Customize bullet styles or numbering formats.

10. Using Themes

- **What is it?**
  Applying a consistent design (fonts, colors, effects) to the entire document.
- **How to do it:**
  1. Go to the **Design** tab.
  2. Choose a **Theme** from the gallery.
  3. Customize themes by changing colors, fonts, or effects.

Summary of Key Formatting Tools

Feature	Purpose
Font Style	Change font type, size, color, and effects.
Alignment	Align text left, center, right, or justify.
Indentation	Adjust space between text and margins.
Paragraph Settings	Control spacing, alignment, and borders for paragraphs.
Page Settings	Set margins, orientation, size, and columns.
Document Style	Apply consistent formatting using styles.
Page Background	Add color, watermarks, or borders to the page.
Headers/Footers	Insert text or graphics at the top or bottom of every page.
Bullets/Numbering	Create lists with bullets or numbers.
Themes	Apply a consistent design to the entire document.

Check your progress

1.Which option is used to change the font size in MS Word?
a) Font Style
b) Font Color
c) Font Size
d) Font Effects
Answer: c) Font Size

2.What is the purpose of the "Alignment" option in MS Word?
a) To change the font style
b) To align text to the left, right, center, or justify
c) To change the line spacing
d) To insert a table
Answer: b) To align text to the left, right, center, or justify

3.Which command is used to apply bold formatting to text?
a) Ctrl + B
b) Ctrl + I
c) Ctrl + U

d) Ctrl + A
Answer: a) Ctrl + B

4.What is the purpose of the "Bullets and Numbering" feature in MS Word?
a) To insert images
b) To create lists
c) To change the font color
d) To align text
Answer: b) To create lists

5.Which option is used to change the line spacing in a paragraph?
a) Font
b) Paragraph
c) Styles
d) Page Layout
Answer: b) Paragraph

6.What is the purpose of the "Thesaurus" tool in MS Word?
a) To check grammar
b) To find synonyms and antonyms
c) To count words
d) To insert tables
Answer: b) To find synonyms and antonyms

7.Which of the following is NOT a font style option in most word processors?
a) Bold
b) Italic
c) Underline
d) Shade

Answer:
d) Shade

8.Which alignment option aligns text evenly between the left and right margins?
a) Left Align
b) Right Align
c) Center Align
d) Justify

Answer:
d) Justify

9.What is the purpose of a hanging indent?
a) To indent the first line of a paragraph
b) To indent all lines of a paragraph except the first line

c) To align text to the right margin
d) To center text on the page

Answer:
b) To indent all lines of a paragraph except the first line

10.Which of the following is a common paragraph spacing option?
a) Single
b) Double
c) 1.5 lines
d) All of the above

Answer:
d) All of the above

11.Which page orientation is taller than it is wide?
a) Landscape
b) Portrait
c) Square
d) Diagonal

Answer:
b) Portrait

12.What is the purpose of applying a document style?
a) To change the font color only
b) To maintain consistency in formatting throughout the document
c) To add images to the document
d) To delete paragraphs

Answer:
b) To maintain consistency in formatting throughout the document

13.What unit is typically used to measure font size?
a) Pixels
b) Points
c) Inches
d) Centimeters

Answer:
b) Points

14.What are page margins used for?

a) To add space around the edges of the page
b) To change the font style
c) To align text to the center
d) To insert page numbers

Answer:
a) To add space around the edges of the page

15. Which line spacing option provides the least amount of space between lines?
a) Single
b) 1.5 lines
c) Double
d) Multiple

Answer:
a) Single

16. What does a document theme typically include?
a) Fonts, colors, and effects
b) Page numbers and headers
c) Paragraph indents and alignment
d) Margins and page size

Answer:
a) Fonts, colors, and effects
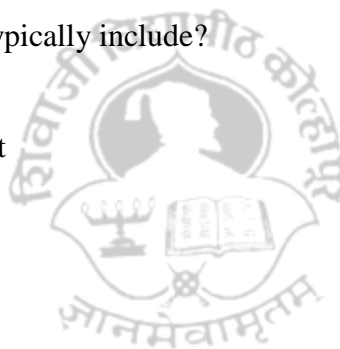
17. Which of the following is used to create a list with a specific sequence?
a) Bullets
b) Numbering
c) Indentation
d) Alignment

Answer:
b) Numbering

18. What is the purpose of a page break in a document?
a) To start a new section on the same page
b) To force content onto the next page
c) To delete a page
d) To change the font style

Answer:
b) To force content onto the next page

19.Where are headers and footers typically located in a document?
a) At the top and bottom of every page
b) In the middle of the page
c) Only on the first page
d) Only on the last page

Answer:
a) At the top and bottom of every page

20.What is the purpose of a tab stop in a document?
a) To align text at a specific position
b) To change the font size
c) To insert images
d) To delete paragraphs

Answer:
a) To align text at a specific position

21.What is the main advantage of using a document template?
a) It saves time by providing pre-designed formatting
b) It deletes all existing content
c) It changes the page orientation
d) It adds random fonts and colors

Answer:
a) It saves time by providing pre-designed formatting

Long Answers questions………..

Here are four long-answer questions based on the given syllabus:

1. Explain the process of setting font style and size in a document. How can you apply different font styles to headings and body text?

2. Describe the various alignment options available in word processing software. How does text alignment affect the overall appearance of a document, and when should each alignment option be used?

3. What is paragraph indentation, and how can you set it in a document? Discuss the different types of indentation, including first line, hanging, and block indentation.

4. Discuss the importance of page settings in document formatting. How can you adjust page margins, orientation, and paper size to improve document presentation?

Short answer questions………

1. How can you change the font style in a document?
2. What are the different types of alignment available for paragraphs in a word document?
3. Explain how to set the indentation for paragraphs in a document.
4. What are the options available in page settings for adjusting document layout?

Section-3

Tables- Creating and formatting table, Border setting, Merging, Splitting, Sorting, Insertion and deletion of row column.

Creating and Formatting Tables in MS Word-

1. Creating a Table

- **Method 1: Using the Insert Table Option**
    1. Go to the **Insert** tab.
    2. Click on **Table**.
    3. Select the number of rows and columns by dragging the mouse over the grid.
    4. Click to insert the table.
- **Method 2: Using the Insert Table Dialog Box**

    1. Go to the **Insert** tab.
    2. Click on **Table** > **Insert Table**.
    3. Enter the number of rows and columns.
    4. Click **OK**.
- **Method 3: Drawing a Table**

    1. Go to the **Insert** tab.
    2. Click on **Table** > **Draw Table**.
    3. Use the mouse to draw the table and its cells.

2. Formatting a Table

- **Applying Table Styles**
    1. Click anywhere inside the table.
    2. Go to the **Table Design** tab.
    3. Choose a style from the **Table Styles** gallery.
- **Adjusting Column Width and Row Height**
    o Hover over the column or row boundary until the cursor changes to a double-sided arrow, then drag to resize.
    o Alternatively, use the **Layout** tab under **Table Tools** to specify exact dimensions.
- **Aligning Text in Cells**

    1. Select the cells.
    2. Go to the **Layout** tab.
    3. Use the alignment options (e.g., align top-left, center, bottom-right).

3. Border Settings

- **Adding or Changing Borders**
    1. Select the table or specific cells.
    2. Go to the **Table Design** tab.
    3. Click on **Borders**.
    4. Choose border options (e.g., All Borders, Outside Borders, No Border).
- **Customizing Borders**

    1. Select the table or cells.
    2. Go to **Borders** > **Borders and Shading**.
    3. Choose the style, color, and width of the border.
    4. Apply to the selected cells or the entire table.

4. Merging and Splitting Cells

- **Merging Cells**
    1. Select the cells you want to merge.
    2. Go to the **Layout** tab.
    3. Click on **Merge Cells**.
- **Splitting Cells**

    1. Select the cell you want to split.
    2. Go to the **Layout** tab.
    3. Click on **Split Cells**.
    4. Specify the number of rows and columns to split into.

5. Sorting Data in a Table

- **Sorting Rows**
    1. Select the table or the column you want to sort.
    2. Go to the **Layout** tab.
    3. Click on **Sort**.
    4. Choose the sorting criteria (e.g., ascending, descending).
    5. Click **OK**.

6. Insertion and Deletion of Rows and Columns

- **Inserting Rows or Columns**
    1. Place the cursor in the row or column adjacent to where you want to insert.

2. Go to the **Layout** tab.
3. Click on **Insert Above**, **Insert Below**, **Insert Left**, or **Insert Right**.

- **Deleting Rows or Columns**

1. Select the row(s) or column(s) you want to delete.
2. Go to the **Layout** tab.
3. Click on **Delete**.
4. Choose **Delete Rows**, **Delete Columns**, or **Delete Table**.

Keyboard Shortcuts for Tables

- **Insert Table**: Alt + N + T
- **Insert Row Above**: Alt + JL + A
- **Insert Row Below**: Alt + JL + B
- **Delete Row**: Alt + JL + D
- **Merge Cells**: Alt + JL + M
- **Split Cells**: Alt + JL + P
- **Sort Table**: Alt + JL + S

Check your progress

1.Which option is used to insert a table into a document?
a) Insert > Table
b) Format > Table
c) Tools > Table
d) View > Table
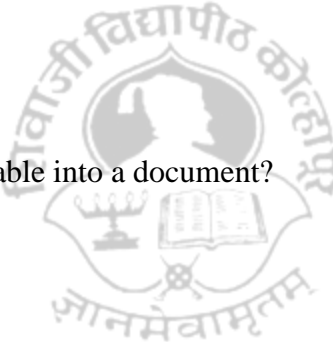
Answer:
a) Insert > Table

2.How can you change the border style of a table?
a) Right-click the table and select "Borders and Shading"
b) Use the "Font" dialog box
c) Go to the "Page Layout" tab
d) Use the "Spell Check" tool

Answer:
a) Right-click the table and select "Borders and Shading"

3.What is the purpose of merging cells in a table?
a) To combine two or more cells into one
b) To delete the content of a cell
c) To split a cell into multiple cells
d) To sort the data in a table

Answer:
a) To combine two or more cells into one

4.Which option is used to split a single cell into multiple cells?
a) Right-click the cell and select "Split Cells"
b) Use the "Merge Cells" option
c) Go to the "Insert" tab
d) Use the "Sort" tool

Answer:
a) Right-click the cell and select "Split Cells"

5.What is the purpose of sorting data in a table?
a) To arrange data in ascending or descending order
b) To delete duplicate data
c) To merge cells
d) To change the font style

Answer:
a) To arrange data in ascending or descending order

6.How can you insert a new row above an existing row in a table?
a) Right-click the row and select "Insert > Insert Rows Above"
b) Use the "Delete" option
c) Go to the "Page Setup" dialog box
d) Use the "Spell Check" tool

Answer:
a) Right-click the row and select "Insert > Insert Rows Above"

7.Which option is used to delete a column from a table?
a) Right-click the column and select "Delete Columns"
b) Use the "Merge Cells" option
c) Go to the "Insert" tab
d) Use the "Sort" tool

Answer:
a) Right-click the column and select "Delete Columns"

Long Answers questions………..

1. Explain the steps to create and format a table in a word processing document. What formatting options can be applied to a table to enhance its appearance?

2. Describe how to merge and split cells in a table. What are the advantages of merging cells, and when might splitting cells be necessary?

3. How can you insert or delete rows and columns in a table? Discuss the impact of these actions on the structure and content of the table.

4. Discuss the importance and methods of sorting data in a table. How can you sort the data based on specific columns, and what are the benefits of sorting in terms of document organization?

Short answer questions………

1. How do you create a table in a document?
2. What is the purpose of setting borders in a table?
3. How can you merge cells in a table?
4. What is the process of sorting data in a table?

Section-4

Tools: Word completion, spell check, Mail merge, Macros, Temples, using wizards ,document security

1. Word Completion (AutoComplete)

- **What it does**: Suggests words or phrases as you type, based on frequently used terms.
- **How to use**:
  - Start typing a word or phrase.
  - If Word recognizes it, it will suggest a completion.
  - Press **Enter** to accept the suggestion.
- **Customize AutoComplete**:
  - Go to **File** > **Options** > **Proofing**.
  - Click on **AutoCorrect Options** and adjust settings under the **AutoText** tab.

2. Spell Check

- **What it does**: Identifies and corrects spelling and grammar errors.
- **How to use**:
  - Go to the **Review** tab.
  - Click on **Spelling & Grammar**.
  - Word will highlight errors and suggest corrections.
- **Auto Spell Check**:
  - Red squiggly lines indicate spelling errors.
  - Blue squiggly lines indicate grammar errors.
  - Right-click on the underlined word to see suggestions.
- **Customize Spell Check**:
  - Go to **File** > **Options** > **Proofing**.
  - Adjust settings for spelling and grammar checks.

3. Mail Merge

- **What it does**: Combines a document with a data source (e.g., Excel, Access) to create personalized letters, labels, or emails.
- **Steps to Perform Mail Merge**:
  1. Go to the **Mailings** tab.
  2. Click on **Start Mail Merge** and choose the type (e.g., Letters, Emails, Labels).
  3. Select **Select Recipients** to choose a data source (e.g., an Excel file).
  4. Insert merge fields (e.g., Name, Address) using the **Insert Merge Field** option.

5. Preview the results and click **Finish & Merge** to complete the process.

4. Macros

- **What it does**: Automates repetitive tasks by recording a series of actions.
- **How to Create a Macro**:
  1. Go to the **View** tab.
  2. Click on **Macros** > **Record Macro**.
  3. Name the macro and assign a shortcut key (optional).
  4. Perform the actions you want to automate.
  5. Click **Stop Recording** when done.
- **Running a Macro**:
  - Go to **View** > **Macros** > **View Macros**.
  - Select the macro and click **Run**.
- **Macro Security**:
  - Go to **File** > **Options** > **Trust Center** > **Trust Center Settings** > **Macro Settings**.
  - Adjust security levels to enable or disable macros.

5. Templates

- **What it does**: Pre-designed documents that save time and ensure consistency.
- **How to Use a Template**:
  1. Go to **File** > **New**.
  2. Search for or choose a template (e.g., Resume, Invoice).
  3. Click **Create** to open the template.
- **Creating a Custom Template**:

  1. Design a document with the desired layout and formatting.
  2. Go to **File** > **Save As**.
  3. Choose **Word Template (*.dotx)** as the file type.
  4. Save the template for future use.

6. Using Wizards

- **What it does**: Guides you through complex tasks step-by-step.
- **Examples of Wizards**:
  - **Letter Wizard**: Helps create professional letters.
  - **Resume Wizard**: Assists in building a resume.
- **How to Use a Wizard**:

- o Go to **File** > **New**.
- o Search for a wizard (e.g., "Letter Wizard").
- o Follow the on-screen instructions to complete the task.

7. Document Security

- **What it does**: Protects your document from unauthorized access or editing.
- **Types of Document Security**:
  - o **Password Protection**:
    1. Go to **File** > **Info** > **Protect Document**.
    2. Choose **Encrypt with Password**.
    3. Enter a password and confirm.
  - o **Restrict Editing**:

    1. Go to **File** > **Info** > **Protect Document**.
    2. Choose **Restrict Editing**.
    3. Set permissions for editing and formatting.
  - o **Mark as Final**:

    1. Go to **File** > **Info** > **Protect Document**.
    2. Choose **Mark as Final** to make the document read-only.
  - o **Digital Signature**:

    1. Go to **File** > **Info** > **Protect Document**.
    2. Choose **Add a Digital Signature** to authenticate the document.

Keyboard Shortcuts for Tools

- **Spell Check**: F7
- **Mail Merge**: Alt + M
- **Macros**: Alt + F8 (View Macros)
- **Save As Template**: F12 (then choose .dotx format)
- **Document Security**: Alt + F + I + P (Protect Document)

Check your progress

1.What is the purpose of word completion in a word processor?
a) To suggest words as you type
b) To check spelling errors

c) To format tables
d) To insert page numbers

Answer:
a) To suggest words as you type

2.Which tool is used to identify and correct spelling errors in a document?
a) Spell Check
b) Mail Merge
c) Macros
d) Templates

Answer:
a) Spell Check

3.What is the primary purpose of mail merge?
a) To create personalized documents for multiple recipients
b) To format tables
c) To insert images into a document
d) To delete rows and columns

Answer:
a) To create personalized documents for multiple recipients

4.What is a macro in a word processor?
a) A recorded set of actions to automate repetitive tasks
b) A type of font style
c) A tool for sorting data
d) A feature for merging cells

Answer:
a) A recorded set of actions to automate repetitive tasks

5.What is the main advantage of using a document template?
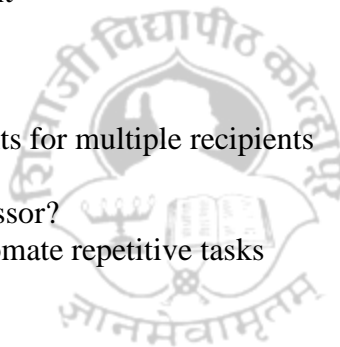a) It provides pre-designed formatting and layout
b) It deletes all existing content
c) It changes the page orientation
d) It adds random fonts and colors

Answer:
a) It provides pre-designed formatting and layout

6.What is the purpose of a wizard in a word processor?
a) To guide users through a step-by-step process for complex tasks
b) To check spelling errors

c) To format tables
d) To insert page numbers

Answer:
a) To guide users through a step-by-step process for complex tasks

7.Which option is used to protect a document with a password?
a) File > Info > Protect Document
b) Insert > Password
c) Format > Security
d) Tools > Spell Check

Answer:
a) File > Info > Protect Document

Long Answers questions………..

1. Explain the concept of Mail Merge and how it can be used to create personalized documents. Discuss the different steps involved in performing a mail merge in Microsoft Word.

2. What are Templates in Microsoft Word? Discuss the different types of templates available and how they can help in creating professional documents. Also, explain how you can create, save, and use custom templates in Word.

Short answer questions………

1. What is Word completion and how does it enhance typing efficiency in Word?

2. How does Spell Check work in Microsoft Word and how can you use it to improve document accuracy?

3. Briefly explain how document security features in Word can help protect sensitive information.

Section-5

Drawing: Inserting picture, drawing, formatting picture, grouping, ordering, and rotating picture.

1. Inserting Pictures

- **Inserting a Picture from a File**:
    1. Go to the **Insert** tab.
    2. Click on **Pictures** > **This Device**.
    3. Browse and select the image file.
    4. Click **Insert**.
- **Inserting Online Pictures**:

    1. Go to the **Insert** tab.
    2. Click on **Pictures** > **Online Pictures**.
    3. Search for images using Bing or OneDrive.
    4. Select the image and click **Insert**.

2. Inserting Shapes and Drawings

- **Inserting Shapes**:
    1. Go to the **Insert** tab.
    2. Click on **Shapes**.
    3. Choose a shape from the gallery.
    4. Click and drag on the document to draw the shape.
- **Drawing Freeform Shapes**:

    1. Go to **Insert** > **Shapes** > **Freeform**.
    2. Click to create points and draw a custom shape.
    3. Double-click to finish drawing.

3. Formatting Pictures and Shapes

- **Formatting Pictures**:
    1. Select the picture.
    2. Go to the **Picture Format** tab.
    3. Use tools like:
        - **Adjust**: Brightness, Contrast, Color, and Artistic Effects.
        - **Picture Styles**: Apply borders, shadows, and reflections.
        - **Crop**: Remove unwanted parts of the image.
        - **Size**: Resize the image manually or specify exact dimensions.
- **Formatting Shapes**:

1. Select the shape.
2. Go to the **Shape Format** tab.
3. Use tools like:
    - **Shape Styles**: Change fill color, outline, and effects.
    - **Text**: Add and format text inside the shape.
    - **Size**: Resize the shape.

4. Grouping Objects

- **What it does**: Combines multiple objects (e.g., pictures, shapes) into a single unit for easier manipulation.
- **How to Group**:
    1. Hold **Ctrl** and click to select multiple objects.
    2. Go to the **Shape Format** or **Picture Format** tab.
    3. Click on **Group** > **Group**.
- **Ungrouping**:

    1. Select the grouped object.
    2. Go to the **Shape Format** or **Picture Format** tab.
    3. Click on **Group** > **Ungroup**.

5. Ordering Objects

- **What it does**: Arranges objects in layers (e.g., bring to front, send to back).
- **How to Order**:
    1. Select the object.
    2. Go to the **Shape Format** or **Picture Format** tab.
    3. Click on **Arrange** and choose:
        - **Bring to Front** or **Send to Back**.
        - **Bring Forward** or **Send Backward** (for fine-tuning).

6. Rotating and Flipping Objects

- **Rotating an Object**:
    1. Select the object.
    2. Hover over the rotation handle (circular arrow at the top).
    3. Click and drag to rotate.
    4. For precise rotation:
        - Go to the **Shape Format** or **Picture Format** tab.
        - Click on **Rotate** and choose an option (e.g., Rotate Right 90°, Rotate Left 90°).
- **Flipping an Object**:

1. Select the object.
2. Go to the **Shape Format** or **Picture Format** tab.
3. Click on **Rotate** > **Flip Horizontal** or **Flip Vertical**.

7. Additional Tips

- **Aligning Objects**:
  - Select multiple objects.
  - Go to the **Shape Format** or **Picture Format** tab.
  - Click on **Align** and choose an alignment option (e.g., Align Left, Center, Distribute Horizontally).
- **Using the Selection Pane**:
  - Go to the **Shape Format** or **Picture Format** tab.
  - Click on **Selection Pane** to manage and reorder objects in complex documents.

Keyboard Shortcuts

- **Insert Picture**: Alt + N + P
- **Insert Shape**: Alt + N + S
- **Group Objects**: Ctrl + G
- **Ungroup Objects**: Ctrl + Shift + G
- **Bring to Front**: Ctrl + Shift +]
- **Send to Back**: Ctrl + Shift + [
- **Rotate Object**: Use the mouse or arrow keys for fine adjustments.

Check your progress…….

Which tab in MS Word is primarily used for inserting pictures?

a) View b) Insert c) Format d) Review

Answer: b) Insert

2. What are the two primary ways to insert a picture into a Word document?

a) Copy and Paste, Drag and Drop b) From File, Online Pictures c) Insert Picture, Insert Shape d) All of the above

Answer: d) All of the above

3. Which of the following is NOT a common file format for images that can be inserted into Word?

a) .jpg b) .png c) .docx d) .gif

Answer: c) .docx

4. What does "grouping" objects in Word allow you to do?

a) Combine multiple objects into a single unit for easier manipulation. b) Arrange objects in a specific order. c) Apply the same formatting to multiple objects simultaneously. d) Both a and c

Answer: d) Both a and c

5. The "Arrange" menu in Word allows you to control which aspect of inserted pictures?

a) Size and position b) Text wrapping c) Ordering (bringing forward, sending backward) d) All of the above

Answer: d) All of the above

6. Which tool in Word allows you to draw freehand shapes?

a) Shapes tool b) Text Box tool c) Line tool d) Freeform tool

Answer: d) Freeform tool

7. What is the purpose of "text wrapping" around a picture?

a) To control how text flows around the picture. b) To resize the picture. c) To rotate the picture. d) To delete the picture.

Answer: a) To control how text flows around the picture.

8. Which option is used to rotate a picture in MS Word?

a) Resize handles b) Rotation handle c) Text wrapping options d) Picture Styles

Answer: b) Rotation handle

9. What can you adjust in the "Format Picture" pane?

a) Picture corrections (brightness, contrast) b) Picture borders c) Picture effects (shadows, reflections) d) All of the above

Answer: d) All of the above

10. What is the benefit of ordering pictures (sending forward/backward)?

a) To control which pictures appear on top of others. b) To resize pictures. c) To group pictures. d) To rotate pictures.

Answer: a) To control which pictures appear on top of others.

Summary ……

This unit cultivates essential Microsoft Word proficiency in students. It commences with an introduction to the software's interface and fundamental commands, progressing to document formatting techniques encompassing font manipulation, paragraph configuration, and page layout design to optimize readability and presentation. Practical experience will be provided in table creation and management, including formatting, sorting, and data editing.

Furthermore, the unit explores productivity tools such as spell check, Mail Merge, macros, and templates, alongside the integration of graphic elements like image insertion and editing, and the utilization of drawing tools. Collaborative features, including change tracking, commenting, and shared document editing, will be emphasized, as will document protection and security protocols. Finally, students will acquire skills in implementing headers, footers, and advanced page numbering techniques for formal document construction.

Glossary

A

- **Alignment:** The position of text relative to the margins (left, center, right, justified).
- **AutoCorrect:** (See previous glossary)
- **AutoFormat:** A feature that automatically formats text as you type.

B

- **Backstage View:** (See previous glossary)
- **Border:** A line that surrounds a paragraph, table cell, or page.
- **Bold:** (See previous glossary)

C

- **Cell:** The intersection of a row and column in a table.
- **Clipboard:** (See previous glossary)
- **Close:** (See previous glossary)
- **Column:** A vertical series of cells in a table.
- **Copy:** (See previous glossary)
- **Cursor:** (See previous glossary)
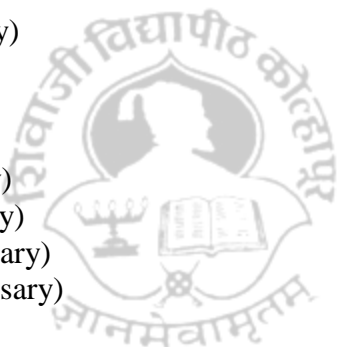- **Cut:** (See previous glossary)

D

- **Document:** (See previous glossary)
- **Document Style:** A set of formatting characteristics that can be applied to a document.
- **Drawing Tools:** Tools used to create shapes, lines, and other graphics.
- **Drag and Drop:** (See previous glossary)

E

- **Edit:** (See previous glossary)

F

- **File:** (See previous glossary)
- **Font:** (See previous glossary)
- **Footer:** (See previous glossary)
- **Format:** (See previous glossary)

G

- **Grouping:** Combining multiple objects into a single unit.

H

- **Header:** (See previous glossary)
- **Home Tab:** (See previous glossary)

I

- **Icon:** (See previous glossary)
- **Indent:** The space between the text and the margin.
- **Insert:** (See previous glossary)
- **Italic:** (See previous glossary)

J

- **Justification:** (See previous glossary)

K

- **Keyboard Shortcut:** (See previous glossary)

M

- **Macro:** A recorded sequence of commands that can be replayed to automate tasks.
- **Mail Merge:** A feature that allows you to create personalized documents by combining a main document with a data source.
- **Margin:** The blank space around the edges of a page.
- **Menu:** (See previous glossary)
- **Merge Cells:** To combine multiple table cells into one.
- **Microsoft Office:** (See previous glossary)

O

- **Ordering:** Arranging objects in front of or behind other objects.

P

- **Page Break:** (See previous glossary)
- **Page Setup:** Options for configuring page size, margins, orientation, etc.
- **Paragraph:** A group of sentences that are related to a single topic.
- **Paste:** (See previous glossary)
- **Picture:** An image inserted into a document.
- **Print:** (See previous glossary)

R

- **Ribbon:** (See previous glossary)
- **Rotate:** To turn an object around a central point.
- **Row:** A horizontal series of cells in a table.
- **Ruler:** (See previous glossary)

S

- **Save:** (See previous glossary)
- **Scroll Bar:** (See previous glossary)
- **Select:** (See previous glossary)
- **Sort:** To arrange data in a specific order (e.g., alphabetical, numerical).
- **Spell Check:** (See previous glossary)
- **Split Cells:** To divide a table cell into multiple cells.
- **Status Bar:** (See previous glossary)

T

- **Table:** A grid of rows and columns used to organize data.
- **Template:** (See previous glossary)
- **Text Wrapping:** How text flows around an object.
- **Toolbar:** (See previous glossary)

U

- **Underline:** (See previous glossary)
- **Undo:** (See previous glossary)

W

- **Wizard:** A guided process for completing a task.
- **Word Completion:** A feature that suggests words as you type.
- **Word Processing:** (See previous glossary)
- **Word Wrap:** (See previous glossary)

Below are **hands-on solutions** for the lab exercises outlined in the **MS-Word Lab Manual**. Each exercise includes step-by-step instructions to help students complete the tasks.

Exercise 1: Introduction to MS Office and MS Word

Task 1: Open MS Word and Explore the Interface

1. Open MS Word by clicking on the Start menu and searching for "Microsoft Word."
2. Observe the Ribbon (contains tabs like Home, Insert, Design, etc.), Quick Access Toolbar (top-left corner), and Document Area (blank page).

Task 2: Create and Save a Document

1. Click on **File > New > Blank Document**.
2. Type a few lines of text (e.g., "This is my first Word document.").
3. Save the document:
   - Click **File > Save As**.
   - Choose a location (e.g., Desktop).
   - Name the file Lab1.docx and click **Save**.

Exercise 2: Basic Commands and Formatting Documents

Task 1: Basic Commands

1. Type a paragraph (e.g., "Microsoft Word is a powerful word processing tool.").
2. Use basic commands:
   - **Cut**: Select text and press Ctrl + X.
   - **Copy**: Select text and press Ctrl + C.
   - **Paste**: Place the cursor and press Ctrl + V.
   - **Undo**: Press Ctrl + Z.

Task 2: Formatting Documents

1. **Font Style**:
   - Select text and go to the **Home** tab.
   - Change font type (e.g., Arial), size (e.g., 12), and color (e.g., Blue).
   - Apply bold (Ctrl + B), italic (Ctrl + I), and underline (Ctrl + U).
2. **Alignment**:
   - Select text and use the alignment buttons in the **Home** tab (Left, Center, Right, Justify).
3. **Indent**:
   - Use the **Increase Indent** and **Decrease Indent** buttons in the **Home** tab.
4. **Paragraph Settings**:
   - Adjust line spacing using the **Line and Paragraph Spacing** button.
   - Add bullets or numbering using the **Bullets** or **Numbering** buttons.
5. **Page Settings**:
   - Go to the **Layout** tab.
   - Set margins (e.g., Narrow), orientation (Portrait/Landscape), and paper size (e.g., A4).
6. **Document Style**:
   - Select text and apply a style from the **Styles** group in the **Home** tab.

Exercise 3: Working with Tables

Task 1: Create and Format a Table

1. Go to the **Insert** tab and click on **Table**.
2. Insert a 3x4 table.
3. Add data (e.g., Name, Age, City).
4. Apply a table style from the **Table Design** tab.

Task 2: Border Settings

1. Select the table.

2. Go to the **Table Design** tab and use the **Borders** dropdown to customize borders.

Task 3: Merge and Split Cells

1. Select two cells and click **Merge Cells** in the **Layout** tab.
2. Select a cell and click **Split Cells** to divide it.

Task 4: Sort Data

1. Select the table.
2. Go to the **Layout** tab and click **Sort**.
3. Choose a column to sort (e.g., Age) and select **Ascending** or **Descending**.

Task 5: Insert and Delete Rows/Columns

1. Right-click on a row or column and choose **Insert > Insert Above/Below** or **Insert Left/Right**.
2. Right-click and choose **Delete > Delete Rows/Columns**.

Exercise 4: Using Tools

Task 1: Spell Check

1. Type a sentence with errors (e.g., "Ths is a testt.").
2. Go to the **Review** tab and click **Spelling & Grammar**.
3. Correct the errors.

Task 2: Mail Merge

1. Go to the **Mailings** tab and click **Start Mail Merge > Letters**.
2. Click **Select Recipients > Use an Existing List** and choose an Excel file.
3. Insert merge fields (e.g., Name, Address) using the **Insert Merge Field** button.
4. Click **Finish & Merge > Print Documents**.

Task 3: Macros

1. Go to the **View** tab and click **Macros > Record Macro**.
2. Perform a task (e.g., format text).
3. Stop recording and run the macro.

Task 4: Templates and Wizards

1. Click **File > New** and search for a template (e.g., Resume).
2. Use the **Letter Wizard** to create a formal letter.

Task 5: Document Security

1. Click **File > Info > Protect Document > Encrypt with Password**.
2. Set a password and save the document.

Exercise 5: Drawing and Inserting Pictures

Task 1: Insert a Picture

1. Go to the **Insert** tab and click **Pictures > This Device**.
2. Choose an image and insert it.
3. Resize and reposition the image.

Task 2: Draw Shapes

1. Go to the **Insert** tab and click **Shapes**.
2. Draw a rectangle and a circle.
3. Format shapes using the **Shape Format** tab.

Task 3: Group, Order, and Rotate Objects

1. Select multiple shapes, right-click, and choose **Group > Group**.
2. Right-click on an object and choose **Bring Forward/Send Backward**.
3. Rotate an object using the rotation handle.

Sample Outputs

1. **Formatted Document**:

   Copy

   Heading 1 (Centered, Bold, Size 14)
   This is a sample paragraph with justified alignment, 1.5 line spacing, and a bulleted list:
   - Item 1
   - Item 2

2. **Table**:

   Copy

   Name   Age   City
   John   25   New York

Alice   30   London

3. **Flyer**:
   o   Include a title, picture, and shapes with text.

a) Objective type questions :

1.Which feature in MS Word is used to combine a document with a data source?
a) Mail Merge
b) Macros
c) Templates
d) Wizards
Answer: a) Mail Merge

2.What is the purpose of the "Track Changes" feature in MS Word?
a) To highlight spelling mistakes
b) To track edits made to the document
c) To count the number of words
d) To insert comments
Answer: b) To track edits made to the document

3.Which tool is used to check spelling and grammar in MS Word?
a) Thesaurus
b) Word Count
c) Spelling & Grammar
d) Track Changes
Answer: c) Spelling & Grammar

4.What is the purpose of the "Header and Footer" feature in MS Word?
a) To add page numbers and titles at the top or bottom of the page
b) To insert images
c) To create tables
d) To change the font style
Answer: a) To add page numbers and titles at the top or bottom of the page

5.Which feature in MS Word allows you to automate repetitive tasks?
a) Macros
b) Templates
c) Wizards
d) Mail Merge
Answer: a) Macros

6.How can you align a table to the center of the page?
a) Select the table and use the "Center" alignment option

b) Use the "Merge Cells" option
c) Go to the "Page Layout" tab
d) Use the "Sort" tool

Answer:
a) Select the table and use the "Center" alignment option

7.What is the purpose of shading in a table?
a) To add background color to cells
b) To delete rows and columns
c) To sort data
d) To insert images

Answer:
a) To add background color to cells

8.What does the "AutoFit" feature do in a table?
a) Adjusts column width or row height automatically
b) Merges cells
c) Sorts data
d) Inserts new rows

Answer:
a) Adjusts column width or row height automatically

9.Which option prevents others from editing a document?
a) Restrict Editing
b) Spell Check
c) Mail Merge
d) Macros

Answer:
a) Restrict Editing

b) Write the answers of following questions in detail

1. Explain the process of inserting and formatting a picture in a Word document. Discuss how you can resize, crop, and adjust the layout of the picture to fit within your content.

2. What is the importance of grouping and ordering pictures in Microsoft Word? Describe the steps to group multiple images and how you can change the layering (ordering) of pictures to ensure proper alignment within a document.

c) Write the answers of following questions in brief.

1. How can you rotate a picture in Microsoft Word?
2. What are the different formatting options available for images in Microsoft Word?

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