

UNIT = 1

Word Processing I

1. What do you mean by Word Processing?

Ans. Word Processing refers to the act of using a computer to create, edit, save and print documents. In order to perform word processing, specialized software (known as a Word Processor) is needed. One example of a Word Processor is Microsoft Word, but other word processing applications are also widely used. Examples include: Microsoft Works Word Processor, Open Office Writer, Word Perfect and Google Drive Document..

2. What do you mean by template in word processing? How to use templates in word processing.

Ans. A template is a starting point for a document that contains initial formatting options, settings, colors, layout and placeholders. A typical blank document begins with the "Normal" template, but sometimes it is a time saver to begin with a preformatted template when creating a more advanced document (such as a brochure or flyer).

A template is a predesigned document you can use to create documents quickly without having to think about formatting. With a template, many of the larger document design decisions such as margin size, font style and size, and spacing are predetermined. In this lesson, you will learn how to create a new document with a template and insert text into it.

To insert a template:

1. Click the 'File' tab to go to backstage view.
2. Select 'New'. The New Document pane appears.
3. Click 'Sample templates' to choose a built-in template, or select an Office.com template category to download a template.
4. Select the desired template, then click 'Create'. A new document will appear using the template you have selected.

3. What do you mean by editing in word processing? How to use editing in word processing.

Ans. Editing is the process of making changes or corrections in a document. It includes alterations to the text itself, moving or copying items to other locations and applying formatting options to the document itself and items within it.

To edit text in word processing:

1. Open the file that you want to edit.
2. Choose from the following tasks:
 - a. Click the **Edit** tab.
 - b. Select the text that you want to edit.
 - c. Using the tools in the edit toolbar, change the required formatting including font style, paragraph alignment, list formatting, and indentation options.

4. What do you mean by find and replace in word processing? How to use find and replace in word processing.

Ans. Find and Replace helps you to find words or formats in a document and can let you replace all instances of a word or format. This is particularly handy in long documents.

To use find and replace:

1. Go to '**Home > Replace**' or press 'Ctrl+H'.
2. Enter the word or phrase you want to locate in the '**Find**' box.
3. Enter your new text in the '**Replace**' box.
4. Select '**Find Next**' until you come to the word you want to update.
5. Choose '**Replace**'. To update all instances at once, choose '**Replace All**'.

5. What do you mean by formatting in word processing? How to use formatting in word processing.

Ans. The process of formatting a document involves specifying how the document will look in its final form on the screen and when printed. Common formatting options include the font, font size, color, alignment, spacing, margins and other properties.

Change text formatting: font sizes, font types:

1. To change the font size and the font type of the text in a document, right-click anywhere on the document text area and from the resulting menu, click on 'Edit Paragraph Style'. This will open the 'Paragraph Style' dialog box.
2. In this dialog box, under the 'Font' tab, we have the 'Size' and 'Font' drop-down lists. The appropriate font size and font type can be selected from these lists. After selecting the required values, click on 'OK'. This will make the required changes to the document.

Apply text formatting: bold, italic, underline:

1. In the same 'Paragraph Style' dialog box, under the 'Font' tab, we have the 'Style' drop-down list. From this list we can choose the 'Bold' or 'Italic' options to make the text style as bold or italic.
2. In the same dialog, under the 'Font Effects' tab, we have the 'Underlining' drop-down list. The required underlining effect can be chosen from this list.
3. After making the changes, click on 'OK' to make these changes effective.

6. What do you mean by spell check in word processing? How to use spell check in word processing.

Ans. Most word processing programs include a utility that checks for proper spelling and grammar. Depending on the application being used, these utilities may run automatically and alert you to errors as you type (such as in Microsoft Word) or require you to run the utility manually. Either way, you typically will be given options as to whether or not to accept the changes suggested by the utility. The exception to this would be if AutoCorrect is turned on and the item in question appears in the AutoCorrect listing.

Let's look at how to check spelling and grammar in Word:

- Use one of the suggested words to fix the error - select the word in the Suggestions list, and then click Change.
- Change the incorrect word manually - select the Not in Dictionary check box, change the word and then click Change.
- The highlighted word is actually a real word - add this to Word's dictionary by clicking Add to Dictionary.
- Ignore the incorrect word for now - click Ignore Once.
- Ignore all occurrences of the word - click Ignore All.
- Get Word to autocorrect the word - select the correct word in the Suggestions list, and then click AutoCorrect.

1. To spell check your entire document, click Review > Proofing > Spelling & Grammar. If the program finds spelling mistakes, a dialog box or task pane appears with the first misspelled word found by the spelling checker.

2. After you've fixed a misspelled word using the above steps, Word moves onto the next one misspelled. Once the spelling mistakes are complete Word moves onto grammar checking. You can resolve grammar issues in the same way.

7. What do you mean by auto correct in word processing? How to use auto correct in word processing.

Ans. This feature is used to correct typos and misspelled words. When AutoCorrect is turned on, common mistakes are automatically replaced using a default list of words that are stored in the word processing application. The user can also typically modify the list to include their own common misspellings.

To control how AutoCorrect behaves, as well as review — or even add — words it corrects, follow these steps:

1. Click the File tab.
2. Choose Options.

The Word Options dialog box appears.

3. Click the Proofing category on the left side of the window.
4. Click the AutoCorrect Options button.

The AutoCorrect dialog box appears, with the AutoCorrect tab forward.

The AutoCorrect tab lists all problems that AutoCorrect fixes for you, plus common typo corrections.

8. What do you mean by auto text in word processing? How to use auto text in word processing.

Ans. AutoText is a feature found in Microsoft Word that completes the text you are typing. For example, if you began typing "Thank y" Microsoft Word would show a small window above that text displaying the AutoText "Thank you," as shown in the picture. You could then press the 'Tab' or 'F3' to complete the text.

To use auto text:

1. Open Microsoft Word.
2. Click the 'Office' button in the top-left corner.
3. Click 'Options'.
4. In the *Word Options* window, click the 'Proofing' option.
5. Click the 'AutoCorrect Options' button.
6. In the *AutoCorrect* window, click the 'AutoCorrect' tab.
7. Check or uncheck the box for the 'Replace text as you type' option, to enable or disable AutoText.

9. What do you mean by Bullets and Numbering in word processing? How to use Bullets and Numbering in word processing.

Ans. As the human attention span has grown shorter under the stresses of modern life, lists of one sort or another have come to dominate our texts. Abraham Lincoln could spend several days delivering a single perfect paragraph to an informed audience; we must convey the same information in an executive summary that takes no more than nanoseconds to

parse. In Design aids and abets this diminution of the human intellect by providing the Bullets and Numbering feature, which provides:

- Bullets.
- Numbering.

Bullets and Numbering is a paragraph level attribute that applies a bullet character or a numeral to the start of the paragraph. Applying a bullet is straightforward; numbering is a bit more complicated.

Follow the steps below, and you can control the formatting and position of the bullets:

1. Select a range of text.
2. Choose Bullets and Numbering from the Paragraph panel or Control panel menu. You can also Option/Alt-click the Bulleted List button in the Paragraph view of the Control panel. In Design displays the Bullets and Numbering dialog box.
3. Choose Bullets from the List Type pop-up menu.
4. Pick from among the choices in the Bullet Character section, which works very much like the Glyphs panel described earlier in this chapter—the dialog contains a short list of characters, but you can click the Add button to choose characters from any of the available fonts and add them then to the list.
5. If you want the bullet to be followed by a tab, leave the Text After field set to ^. If you'd prefer the bullet followed by something else (such as an en space), you can type it in that field or pick from the layout menu to the right of the field.
6. You can apply formatting to the bullet character in the Character Style pop-up menu (assuming you have defined a style).
7. Adjust the position of the bullet in the Bullet or Number Position section. The Left Indent and First Line Indent fields control the indents for the entire paragraph (overriding any other indents you've set). To hang the bullet in the margin, you'd want a positive Left Indent and a negative First Line Indent.

If the First Line Indent is set to zero and your Text After is set to a tab character, the position of the text after the bullet is defined by the first tab stop. If you've assigned tab stops already, you can ignore this.

The Alignment pop-up menu lets you control the position of the bullet at the beginning of the paragraph—Left, Right, or Centered—but it only works when your Left Indent is large enough to allow the character to move (In Design won't allow the bullet to fall outside the text frame).

8. Once you've got the inserted characters to look the way you want them to (turn on the Preview option), click the OK button to apply the list formatting to the selected paragraphs.

Default Bullets: If you choose a custom bullet character with the Add button in the Bullets and Numbering dialog box, In Design remembers that bullet in the currently-open document. If you need that same bullet character in other documents, you can add it to the list of default bullets:

1. Close all documents in InDesign.
2. Open the Bullets and Numbering dialog box.
3. Set the Type pop-up menu to Bullets.
4. Use the Add button to add your desired bullet character.
5. If you want this character to be the default bullet (the one In Design gives you if you don't specify any other), select it.
6. Set the Type pop-up menu back to None and then click OK.

10. What do you mean by Tabs in word processing? How to use Tabs in word processing.

Ans. Tabs are used to control the placement of text on a page. Tab stops can be set within the ruler at the top of the word processing window. In addition to the location of a tab (example: 2 inches in from the left margin), the type of tab can also be set. Common tab types include left, right, centered and decimal. The tab type controls how the text will be aligned if it is forced to that tab stop. When the tab key is pressed on the keyboard, the cursor will move to the next tab stop location.

To display the Tabs dialog box, double-click any tab stop on the ruler, or do the following:

1. On the '**Home**' tab, click the '**Paragraph**' Dialog Box Launcher.
2. In the '**Paragraph**' dialog box, click '**Tabs**'.
3. Enter the location you would like the Tab Stop to be inserted e.g. **3.5 cm** in the '**Tab stop Position**' field.
4. Indicate the alignment of the Tab Stop - e.g. **Left**.
5. Click '**Set**' to complete the Tab Stop.
6. If you want to create additional Tab Stops repeat steps 3 – 5. Once you are finished setting Tab Stops click '**OK**'.

You can remove a tab stop by dragging it (up or down) off the ruler. When you release the mouse button, the tab stop disappears.

To delete a single Tab Stop using the Tab Dialog Box:

1. Click once on the tab to select
2. Click **Clear**.

To delete all Tab Stop using the Tab Dialog Box:

1. Click once on the tab to select
2. Click **Clear All**.

1. What do you mean by paragraph formatting?

Ans. Paragraph formatting is a change in the format of text that affects an entire paragraph or is different from other paragraphs in a document. Paragraphs in a word processing document or on a web page can have paragraph formatting applied to them, including font type, font size, highlighting, and indentation.

2. What do you mean by header and footer? How to use it.

Ans. Header and footer:

A header is the top margin of each page, and footer is the bottom margin of each page. Headers and footers are useful for including material that you want to appear on every page of a document such as your name, the title of the document, or page numbers. This tutorial explains how to insert headers and footers, how to have a different header on the first page, and how to create different headers in different sections.

Inserting Headers and Footers

1. To insert a header or footer, first go to the Insert tab and select the desired option.
2. Clicking either of these icons will display a dropdown menu with several options.
3. If you just want to add a simple header such as a title or your last name, you can choose the first option. This will bring the cursor into the header.
4. Notice, too, that a new tab appears on the ribbon. This Design tab allows you to change certain features of the header such as the header position and page number.
5. Once you are in the top (or bottom) margin, you can change the text formatting of the header (or footer) the same way that you would change formatting in the body of the document.
6. For instance, if you want to center your header, you can go to the Home tab and select the center alignment icon in the Paragraph group.

3. What do you mean by tables in word processing? How to use it.

Ans. A table is a grid of cells arranged in rows and columns. Tables are useful for various tasks such as presenting text information and numerical data. In Word, you can create a blank table, convert text to a table, and apply a variety of styles and formats to existing tables.

To insert a blank table:

1. Place your insertion point where you want the table to appear, then select the **'Insert'** tab.
2. Click the **'Table'** command.
3. A drop-down menu containing a grid of squares will appear. Hover the mouse over the grid to select the number of **'columns and rows'** in the table.
4. Click the mouse, and the table will appear in the document.
5. You can now place the insertion point anywhere in the table to add text.

After you create a table, you can format the entire table by using Table Styles. By resting your pointer over each of the preformatted table styles, you can preview what the table will look like.

1. Click in the table that you want to format.
2. Under **'Table Tools'**, click the **'Design'** tab.
3. In the **'Table Styles'** group, rest the pointer over each table style until you find a style that you want to use.
4. Click the style to apply it to the table.
5. In the **'Table Style Options'** group, select or clear the check box next to each the table element to apply or remove the selected style.

4. How to insert clipart and pictures in word processing document?

Ans. Adding clip art and pictures to your document can be a great way to illustrate important information or add decorative accents to existing text. You can insert images from your computer or search Microsoft's extensive selection of clip art to find the image you need. Once an image has been inserted, you can format text to wrap around the image.

To insert a picture from a file:

1. Place your **'insertion point'** where you want the image to appear.
2. Select the **'Insert'** tab.
3. Click the **'Picture'** command in the **'Illustrations'** group. The Insert Picture dialog box appears.
4. Select the desired image file, then click **'Insert'** to add it to your document.

To resize an image, click and drag one of the corner sizing handles. The image will change size while keeping the same proportions. If you want to stretch it horizontally or vertically, you can use the side sizing handles.

To insert clip art:

1. Review the results from a clip art search.
2. Place your '**insertion point**' in the document where you want to insert the clip art.
3. Click an image in the '**Clip Art**' pane. It will appear in the document.

You can also click the '**drop-down arrow**' next to the image in the Clip Art pane to view more options.

To insert a video clip:

1. On the '**Insert**' menu, click Object, and then click the Create New tab.
2. Scroll and click '**Video**' Clip, and locate the movie (**video** clip)
3. Click OK.
4. On the '**Insert**' Clip menu, click 1 **Video** for Windows...
5. In the pop-up screen, browse to **video** clip.
6. Select clip.
7. Click Open.
8. To play media clip, double-click its icon.

5. What is mail merge? How to use it and mention its advantages and disadvantages.

Ans. Mail Merge is a handy feature that incorporates data from both Microsoft Word and Microsoft Excel and allows you to create multiple documents at once, such as letters, saving you the time and effort of retyping the same letter over and over. Here is an example of how to use it to create a letter thanking people who donated to a particular fund.

Mail Merge is most often used to print or email form letters to multiple recipients. Using Mail Merge, you can easily customize form letters for individual recipients. Mail merge is also used to create envelopes or labels in bulk.

Steps to use mail merge in ms word:

1. In a blank Microsoft Word document, click on the Mailings tab, and in the Start Mail Merge group, click Start Mail Merge.
2. Click Step-by-Step Mail Merge Wizard.
3. Select your document type. In this demo we will select Letters. Click Next: Starting document.
4. Select the starting document. In this demo we will use the current (blank) document. Select Use the current document and then click Next: Select recipients.
 - Note that selecting Start from existing document (which we are not doing in this demo) changes the view and gives you the option to choose your document. After you choose it, the Mail Merge Wizard reverts to Use the current document.

5. Select recipients. In this demo we will create a new list, so select Type a new list and then click Create.
 - Create a list by adding data in the New Address List dialog box and clicking OK.
 - Save the list.
 - Note that now that a list has been created, the Mail Merge Wizard reverts to Use an existing list and you have the option to edit the recipient list.
 - Selecting Edit recipient list opens up the Mail Merge Recipients dialog box, where you can edit the list and select or unselect records. Click OK to accept the list as is.
 - Click Next: Write your letter.
6. Write the letter and add custom fields.
 - Click Address block to add the recipients' addresses at the top of the document.
 - In the Insert Address Block dialog box, check or uncheck boxes and select options on the left until the address appears the way you want it to.
 - Note that you can use Match Fields to correct any problems. Clicking Match Fields opens up the Match Fields dialog box, in which you can associate the fields from your list with the fields required by the wizard.
7. Press Enter on your keyboard and click Greeting line... to enter a greeting.
8. In the Insert Greeting Line dialog box, choose the greeting line format by clicking the drop-down arrows and selecting the options of your choice, and then click OK.
9. Note that the address block and greeting line are surrounded by chevrons (« »). Write a short letter and click = Next: Preview your letters.
 - Preview your letter and click Next: Complete the merge.
 - Click Print to print your letters or Edit individual letters to further personalize some or all of the letters.

Advantages of Mail merge

1. Only one letter needs to be created, as the rest are automatically generated
2. Only one document needs to be checked for errors, so there are less chances of mistakes being included
3. The data source can be used for many different mail merges, so it saves time having to recreate it
4. The data source only needs checking for accuracy once.
5. The standard letter/template can be saved and reused.

Disadvantages of Mail merge

1. Moving the data file, and renaming fields, can cause the mail merge to fail, as the word processor program won't be able to find them
2. The database that provides the information, must be kept up to date.
3. It's unlikely that every letter produced, will be checked for errors
4. A complex mail merge involving word fields can be complex and require training
5. Mail merge makes it easy to create vast amounts of junk mail
6. Mail merge letters can lack a personal touch, because the only individual part, is the data merged from database

6. How to print a word document?

Ans. Preview your document:

1. Click '**File > Print**'.
2. To preview each page, click the forward and backward arrows at the bottom of the page.

If the text is too small to read, use the zoom slider at the bottom of the page to enlarge it.

3. Choose the number of copies, and any other options you want, and click the '**Print**' button.

MS – Word: - MS – Word is an application which is used for word processing. Word processing is a way to create and managed text on the computer word processing programmes have become very popular because they are very simple to use and learn. Moreover, with word processors, the corrections are very simple without affecting the neatness of the documents. For eg:- MS – Word, Word Perfect, Word Star, Word Pad etc.

Features of the Word Processor: -

- i. **Fast:** - Typing text in the word processor becomes speedy as there is no mechanical carriage movement associated.
- ii. **Editing Feature:** - Any type of correction (insertion, deletion, modification) can be made easily as and when required.
- iii. **Permanent Storage:** - With word processors documents can be saved as long as desired. The saved documents can be retrieved whenever desired.
- iv. **Formatting Features:** - The type text can be made to appear in any form or style (Bold, Italic, Underline etc). All this is possible due to formatting features of word processors.
- v. **Graphics:** - Most modern word processors provide the facilities incorporating drawings in the documents which enhance their usefulness.
- vi. **Spell Check:** - Word processors not only are capable of checking spelling mistakes but also can suggest possible alternatives for incorrectly spelled words. Some word processors can check for grammatical mistakes and suggest alternatives or improvements.
- vii. **Mail Merge:** - The mail merge facility enables us to print a large number of letters or documents with more or less similar text. For eg: - some invitation letter has to be sent to invites.

Advantages of Word Processing: -

- i. **Scrolling:** - A document in a word processing programme may run to hundreds of pages. The capacity of the screen is limited. The screen is like a window and this window can be moved in four directions up, down, left, right. The up and down movement is called vertical scrolling and left and right movement is called horizontal scrolling.
- ii. **Word Wrap:** - This facility allows a user to type the text continuously without pressing enter key. When cursor reaches at the last character position on the right margin, it jumps to the beginning of the next line.
- iii. **Margination:** - Margination is a formatting command in a word processing programme. This command indicates left, right, top or bottom margin.
- iv. **Pagination:** - Pagination is a text formatting command. The users can define the numbers of lines to be accommodated in each page. This length can be increased as per the requirement of the user.
- v. **Soft and Hard Returns:** - When we type the running text in a word processing programme. There is no need to press the enter key at the end of each line. The text automatically shifts to the next line. When the text is jumped to the next line without pressing the enter key it is called the soft return and when enter key is pressed to terminate a line it is called a hard return.

Major Components of Word Processor: -

- i. **Title Bar:** - Title bar is located on the top of the screen. It displays the name of the applications and the active document.
- ii. **Menu Bar:** - The menu bar consists of a menu bar options all the options are managed arranged horizontally. We can select any particular menu bar option by using the mouse.
- iii. **Standard Tool Bar:** - The standard tool bar consists of most frequently used commands and utilities. A standard tool bar has the following buttons:-

- a) **New Button:** - If we want to open a new (blank) document, we can click on the new button. This is the first button present on the left side of the standard tool bar we can also use Ctrl + N keys to open a new button.
- b) **Open Button:** - This button is used to button an existing file instead of clicking the mouse on this button; we can use Ctrl + O keys from the keyboard.
- c) **Save Button:** - We can save our file by clicking on save button. We can also use Ctrl + S keys from keyboard.
- d) **Print Button:** - We can print out document or file by clicking over print button. We can also use Ctrl + P keys from the keyboard.
- e) **Print Preview Button:** - Before printing a document we can view the document. We can also use Ctrl + F2 keys from the keyboard.
- f) **Cut Button:** - If we want to move a block of text from one place to another in over document we have to cut this portion and paste it at a new location. We can also use Ctrl + X keys.
- g) **Copy Button:** - This button is used to make a duplicate copy of a block or text. We can also use Ctrl + C keys.
- h) **Paste Button:** - By using this button we can copy the text at the desired location. We can also use Ctrl + V keys.
- i) **Undo:** - We can cancel the wrong portion, remove mistakes by using the undo button. We can also use Ctrl + Z keys.
- j) **Redo Button:-** If we want to execute our operation again we use Redo button. We can also use Ctrl + Shift + backspace keys.
- k) **Spelling Button:** - For checking spelling in the text. We can used this button we can also used F7 keys from the keyboard.
- iv. **Formatting Tool Bar:** - The formatting tool bar contains various commands in the form of buttons and the user can quickly select formatting and layout features (Bold, Underline, Italics etc) in this tool bar the user can change the fonts of the documents, there size make the text bold, italics, underline in centre etc.

Buttons on Formating Tool Bar: -

- i. **Style Button:** - This button is used for normal appearance of text. We can use this button by Ctrl + Shift + S keys.
- ii. **Font Button:** - We can use this button for changing the type of the font. There are several fonts and we can select any of them by clicking over a particular font.
- iii. **Bold Button:** - If we want to bold our text we can choose this button or Ctrl + B keys.
- iv. **Font Size:** - For changing the size of text we can click over this button. Font size is normally 12 moreover we can use Ctrl + Shift + P keys.
- v. **Save as:-** a) Save as option is used to save a new file and save and existing files.
b) While using save as option a new file name is required to be typed in the text box and while using save suitable name in the file name text box after crossing the content in the box.
c) Save as makes a duplicate copy of same file with different name.
- vi. **Italic Button:** - If we want to change the text to italics we can click over the button and also can use Ctrl + I keys.
- vii. **Underline Text:** - To underline a certain portion of text we can click over this button after selecting text we can also press Ctrl + U keys.
- viii. **Align Left:** - If we want to align the text at the left, we can click over this button we can also use Ctrl + L keys.
- ix. **Align Right:** - If we want to align the selected text at the right we can click over this button or use Ctrl + R keys.
- x. **Centre Button:** - If we want to bring the selected text at the centre we can over this button or can use Ctrl + E keys.

- xi. **Justify Button:** - If we want to align the text both at left and right margin we can click over this button or can press Ctrl + Z keys.
- xii. **Bullet Button:** - By clicking the mouse over this button we can add bullets in the front of a line.
- xiii. **Border Button:** - By clicking the mouse over this button we can add border in the selected text.

Q.: Explain the steps and commands for the following in MS - Word.

Ans.: 1) Opening a Document:-

- Choose open command from the open and file menu.
- Specify the correct directory path where your file is stored.
- Choose the file by clicking it once.
- Click once on the open button to open the chosen file.

2) Saving Document:-

- Choose save command from the file menu.
- Type the file name by which we wish to save our file.
- Click on save button.

3) Closing Document: -

- Choose close command from the file menu.
- Select exit command from the file menu to quit MS - Word.

4) Print Document: -

- Choose print command from the file menu.
- Choose your printer from the list. Most cases the default printer would be the right one.
- Choose all this would print all the pages of the present document.
- Click on the OK button to print.

5) Copying a Document: -

- Select the desired text using Shift + A keys.
- Right click on the mouse a short cut menu is displayed, choose copy from the option (Alternatively we can click copy button on the standard tool bar)
- Now place the cursor at the desired position and choose paste or click the paste button on the standard tool bar.

6) Creating a Document: -

- Select the option file from the menu bar. A dropdown menu will be displayed.
- From this menu choose the option New. The new dialog box will be displayed.
- A new document window will be displayed for us to enter our text.
- Once we have got into our work space, we can start typing or enter text we wish.

7) Creating a Table: -

- Use the mouse pointer over the table option in the menu bar and click.
- A pull down menu will be displayed and we have to select the insert table option by clicking the mouse.
- Insert table box that appears on the screen. We have to enter the number of columns and rows in the appropriate boxes. We can enter the data in it.

Q.: Why formatting is done?

Ans.: Formatting is one of the most important features of the word processor. Formatting of the document is done for the following reasons: -

- i. Formatting presents the document in an attractive style and gives the document a consistent look.
- ii. Formatting helps to indent the paragraphs in proper manner. Alignment of the paragraph gives better look to the document.
- iii. Different types of fonts can be applied to different paragraphs, lines or headings. This presents the document in a beautiful manner.

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Q Discuss briefly Spell Check feature of MS Word. (2012,13)
'OR'

What is Spelling and grammar of MS Word?
→ Spelling and Grammar Check is a feature of MS Word designed to locate misspelled words and notify the user of the misspellings. Errors in the document appeared in colour coded wavy underlines, each colour have different meaning, red for spelling errors, green for grammar errors and blue for contextual spelling errors. Depending on the spell/grammar checker, the feature may either auto correct the word or allow the user to select the correct alternative from a suggested list.)

Steps for checking Spelling and Grammar in MS Word:

Click Review > Proofing > Spelling and Grammar. If the program finds spelling or grammatical mistakes, a dialog box with the first misspelled word found by the spelling checker will appear. The dialog box contains various options, the uses of these options are given below:

Change: Change the wrong word with the selected corrected alternative.

Change all: This option change the all the same repeated words with the selected corrected words at a time.

Ignore Once: Ignore the incorrect word for now.

Ignore All: Ignore all occurrences of the word.

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✓ Write the steps for Mail Merge?

→ Step 1: Open MS Word.

Step 2: Write a letter of your own in the blank document and leave spaces for name, address and phone number.

Step 3: Now save the document by any name.

Step 4: Now click on office buttons and create another blank document.

Step 5: In the new blank document insert a table with 3 columns and 4 rows.

Step 6: In the first row type the field names i.e. name, address and phone number.

Step 7: Now fill up the table by providing details of 3 recipients.

Step 8: Now again save the document by giving a name "table".

Step 9: Open the previous document and click on mailing tab.

Step 10: Now click on "Select recipients" option and click on "use existing list" option.

Step 11: Now select the document named table and click on open.

Step 12: Now click on 'insert merge field' option and place the name, address and phone number in the proper blank spaces.

Step 13: Click on 'Finish and Merge' option and then click on 'Edit individual documents'.

Step 14: Now a dialog box appears to merge records. Select 'All' and click on 'OK'.

Step 15: Hence the letter will be mail merged to the respective three recipients.

⑩ Steps For Word Art.

→ Insert Menu

• Word Art.

• Choose the Word Art Style.

• Type the text.

• OK.

Note: After inserting a word art apply proper "text wrapping" on it.

Note: To move from one page to another in MS Office Word, we have to type 'Ctrl + Enter' in the keyboard.

⑪ What is mail merge operation?

→ Mail Merge is a tool of MS Word which allows us to create form letters, mailing labels and helps in linking a main (common) document to a set of data or data source. The main document is linked to the data source by common fields of data called merge fields. We can create our own data source or we can use a predefined set provided by Word. Mail Merge is a powerful tool for writing a personalized letter or E-mail to many people at the same time. It imports data from another source such as Excel and then uses that to replace placeholders throughout our message with the relevant information for each individual we are messaging. Mail Merge dates back to early word processors on personal computers, circa 1980.

1Q. what is M-S Word? Discuss the Application/ Uses of MS-Word.

2014(H) 2013(H) 2013(P), 2016(H) 2016(P)

Ans: Microsoft Word is a widely used commercial word processor designed by Microsoft. Microsoft Word is a component of the Microsoft Office suite of productivity software, but can also be purchased as a stand-alone product.

It was initially launched in 1983 and has since been revised numerous times. Microsoft Word is available for both Windows and Macintosh operating systems.

Microsoft Word is often called simply Word or MS Word. Microsoft Word helps in manage daily life official works. Microsoft Word is most productive application in any computer.

Uses/Application

- 1. Business and workplace use of Microsoft Word:** – You can create all types of official documents in Microsoft Word. You can use template function in Microsoft to download letterhead sample, bills, and cash memo, joining letter, receipts, letterhead and all various types of accounts management related work.
- 2. MS word uses in Education:** – Microsoft word is best teaching tools for teachers. You can create lecture script by using text, word art, shapes, colours, and images. That will explore creativity in students. They will watch slide or printed document more interestingly.
- 3. Home based uses of Microsoft Word:** – You can create a birthday card, invitation card in Microsoft Word by using pre-defined templates or using Insert menu and format menus functions. You can also type a letter to municipal party on MS-Word.
- 4. Microsoft Word helps you to get a job:** – Microsoft Office basic knowledge can play a big role to get you a job. As you learned above business and commercial uses of Microsoft Word. It means the basic and advanced knowledge of MS Word can help you to get a job. And it's great skills that you can highlight in your resume.
- 5. Help to create resumes, notes, and assignments:** – You can create notes and assignment on MS-word. It's easy to write and format text in Microsoft word by using various text formatting options such as paragraph, fonts, styles etc. You can insert a cover page, you can insert watermark and tables in your assignment according to your choice.
- 6. You can create books, articles, and newsletters:** – Microsoft word is used by millions of people around the world for document writing since its launch. And writing book on Microsoft Word is really easy. There are lots of features and function that can help you to create and print a book.
- 7. Used to create edit, transcribe, and convert PDF documents:** – You can create and edit PDF document in Microsoft word. You can also transcribe the video into a word file. You can copy and edit pre-written books.
- 8. You can start an offline/online business after learning the Microsoft word:** – Now you know that there are so many uses of Microsoft Word and Office in our daily life. So, you can use Microsoft word to start the business. You can start your business online and offline

4Q Discuss the importance of thesaurus in MS-word?

2016 (P)

- A thesaurus is a software tool included with some word processors that provides synonyms for selected words on command. Users using Microsoft Word can open a Thesaurus by highlighting the word they want to look up and pressing the shortcut key Shift+F7.
- A thesaurus is a book, software program, or online service that provides alternative or similar words to a word. For example, searching for "hope" may return synonyms like "achievement," "faith," "ambition," and "optimism."

5Q: Discuss the features of MS-word

2014(P)

1. Table Styles

Tables are a great way to present information, and now, it's easy to make them pretty with the built-in table styles.

2. Smart Art

Attractive, easy to use, pre-created charts and diagrams come in handy and save time when I want to add some visual interest to a document, as an alternative to a table.

3. Cropping Images

I am often pasting screenshots of websites into documents, and I think they are tidier without the browser window around them. I want the viewer to focus just on the web page content. The image cropping tool is invaluable for quickly trimming an image down, without need for external image software.

4. Visual Previews

I love seeing changes happen as I make them, such as when resizing an image or previewing different styles. Such a change from the earliest versions of Word, where you waited many minutes for a page to re-render after adding an image!

5. Track Changes

When collaborating on a document, it's critical to see the changes others make. Enabling this feature makes that such a breeze

8Q. Steps in MS Word:

2012(P)

a) Creating a document:

1. Choose Office button → new. The New **Document** dialog box appears.
2. In the upper-left corner of the large "**Create a new Word document**" panel, click "**Blank document**"
3. At the bottom of the New **Document** dialog box, click **Create**.

b) Opening a document:

1. Click the **Microsoft Office Button**, and then click **Open**.
2. In the File of type list, click Open Document Text.
3. Click the file you want to **open**, and then click **Open**

c) Saving a document:

1. Click the **Microsoft Office Button**, and then click **Save As**, or press CTRL+S. Important: If you don't see the **Microsoft Office Button**, click **Save As** on the File menu.
2. In the File name box, enter a new name for the file.
3. Click **Save**

d) Printing a document:

1. Close all **Word 2007** documents.
2. Click the **Microsoft Office** Button, and then click **New**.
3. Under **Blank and recent**, click. **Blank document**, and then click. **Create**.
4. Type some text in the new **document**.
5. Click the **Microsoft Office** Button, point to **print**, and then click **Print**.
6. In the **Print** dialog box, click. **OK**.

e) Copying a document:

1. Press **Ctrl+O**. **Word** displays the standard **Open** dialog box.
2. Select the **document file** you want to make a **copy** of.
3. Click on the down-arrow at the right side of the **Open** button. **Word** displays a menu of choices.
4. Choose the **Open as Copy** option. **Word** opens a **copy** of the **document**.

10Q. what is Mail merge? Discuss its steps.

2015(H),2018(P)

Mail merge is a process to create personalized letters and pre-addressed envelopes or mailing labels for mass mailings from a form letter. It can be used to make any type of document which merge data field into a common document. The feature is usually employed in a word processing document which contains fixed text (which is the same in each output document) and variables (which act as placeholders that are replaced by text from the data source).
Mail merging means to plug data from an address table into form letters, e-mail messages, envelopes, address labels, or a directory (a list or catalog, for example). To start a mail merge, choose Tools | Letters and Mailings | Mail Merge Wizard to open the Mail Merge task pane.

Step 1: Select a Document Type The first step is to select what Word calls a "document type" in the Mail Merge task pane, what kind of mail-merge you want to undertake: form letters, e-mail messages, envelopes for mass-mailings, labels for mass-mailings, or a directory (a list or catalog). Choose an option button and click next at the bottom of the task pane.

Step 2: Select a Starting Document What Word calls the "starting document" is the document in which the merging takes place. In other words, the address or other data you retrieve will land in the document you choose or create now.

Step 3: Select Recipients In step 3, you tell Word where to get the data that you will merge into the starting document you created or supplied in step 2. You can retrieve the data from a table in a Word document, an Access database table or query, or the address book or contact list where you store your addresses. You can also create a new list for the data if you haven't entered the data in a file yet.

Step 4: Write/Arrange Your Document In step 4, you insert the merge fields, the parts of the starting document that differ from recipient to recipient. By inserting merge fields, you tell Word where to plug information from the data source into the starting document. You also tell Word which data to take from the data source. Word offers special tools for entering an address block – the recipient's address, including his or her name, company, title, street address, city, and zip code.

Step 5: Preview Your Document In step 5, you get a chance to see what your form letters, e-mail messages, envelopes, labels, or directory will look like after they are printed or sent. In this step, you find out what the document will look like when real data is plugged into it.

Step 6: Complete the Merge Step 6 is where you complete the merge by either printing a new document or saving the new file and printing it later. By saving the merged data in a new file, you can edit the file before printing it. In the case of e-mail messages, you click the Electronic Mail link to tell Word to send the e-mail messages.

11Q. Discuss the steps to insert picture in MS Word from my document.

2015(P)

1. Open the Word document that you want to insert a photo in.
2. Click the place in your document where you want the picture to appear. ...
3. Access the "Insert Picture" dialog box. ...
4. Browse to the photo you want to insert.
5. Click the file, then click "Insert."
6. Modify the picture as necessary.