

Document creation and word processing :-

Word processor :-

A word processor is a software package that helps to write, edit and print our writing. That is document our letter in a beautiful way. with the use of word processor it ~~eliminate~~ pen, paper at home or office. In a word processor we start typing our text, format it with colors, alignment, font face with different graphics and other feature.

After completing it can be printed on paper or sent it electronically to specific place via, e-mail or stored it in storage device.

Important features of word processor :-

Word wrap :-

Compare a word processor with traditional type writer. In a type writer when we type our text in a line it completes, everytime we need to change man the line manually. but in a word processor a line changes automatically we need not to worry about changing the line everytime.

ii) Editing of text :-

A word processor provide unlimited chance to get our typing error corrected looking on our screen.

iii) Page formatting :- In editing we can format our page on a word processor by giving margin like - top, bottom, left, right we can format the page by adding borders, shading, header & footer, page number etc. so one can automatically set the formatting on every page.

iv) Paragraph formatting :-

We can design our paragraph like - Spacing between two lines in a paragraph and spacing between two paragraph where we like to begin our paragraph.

v) Text formatting :-

A word processor provides a lot of font style in various size. we can select font style, font face, and font size in text formatting.

vii) Output of our application :-

We can output our document in several way :-

i. Concrete way :-

On paper we can have our output with the help of printer. It is called Concrete way or hand copy.

ii. Abstract way :-

On screen we can see the abstract output but can not touch it. It is also known as soft copy. We can get it on storage device like CD, Pendrive, DVD, floppy disk etc.

vii) Mail merge :-

A document or letter attached with file that contains the address of recipient. Both the files get merged and send to recipient. This process is called mail merge.

viii) Spelling & grammar check :-

Word processor provide the facility of spelling & grammar checking. We keep

on writing without fear of spelling & grammar error.

ix) **online help :** —

A word processor provide help on every topic while working or ask another question by typing a keyword.

x) **Adding graphics :** —

Word processor have a gallery of various graphics which can be inserted in a document to make the text more communicative.

xi) **permanent storage :** —

Text once written in word processor can be stored in the computer for latter use. It can be modify if required and use again.

xii) **Automation of many task :** —

Many part of a document like tables, heading, index etc can be created by just pressing few keys.

MS Word : -

MS word stands for micro soft word. It is the most powerful and developed word processing package. It is a part of MS office package specially design for office automation.

Starting MS word : -

To Start MS word follow the following step.

- i) click on start button.
- ii) select All programs
- iii) select micro soft office 2003 or micro soft office 2007 from micro soft office package

A windows of micro soft word will open and given below.

ix Title bar : -

The title bar tells the name of application package is currently running and which document is currently open. The default document name is document 1.

ii) Menu bar : —

The word menu bar contains all available commands or instructions in the form of menu options. Clicking on specific menu options or command to tell the word to execute that command. Some options have ellipsis and cascade in front of them. These options have further sub options.

iii) Tool bar : —

The tool bar contains frequently used commands in the form of icons. It is of two types.

✓ Standard tool bar : —

The tool bar contains button, drop down option and other controls that have executing various word commands. The tool bar are very helpful in quickly executing commands without going through menu. The standard tool bar contains icons for creating a new document, saving a document, cut, copy, paste, redo, undo, back etc. and others.

ii) **formatting tool bar:** —

The formatting toolbar contains icon for changing the look of our text.

Example - for changing font type, font style, colour, text alignment, paragraph alignment etc.

iv) **Ruler:** —

The ruler is used to change the margin which have to create a documents as well as set a tab stop and indent. It is present on both the top and left side of document.

v) **scroll bar:** —

The entire documents may not be visible in the open window. scroll bar can be use to view the entire document. It is present for vertical scrolling that moves up or down the document and horizontal scrolling is used for moving left to right.

vi) **status bar:** —

The status bar present at the bottom of our document. this gives

information like current page, current line number, current column number, current cursor position etc.

vii) Layout button : —

A document can be view in different layout. the different layout are normal view, web view, print layout view, outline view, full screen view..

viii) work space : —

work space is the area of document where we type or edit the text of our document.

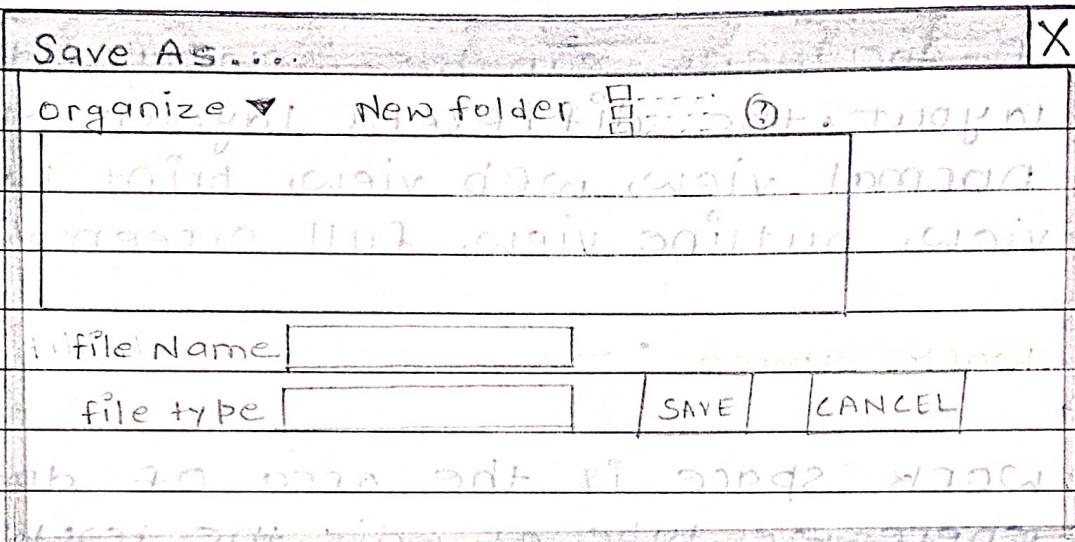
● closing MS Word : —

A microsoft word can be closed by clicking on close button which appears in the right corner of title bar or it can be closed by selecting close option from file menu or it can be closed by pressing Alt + F4.

● Saving a new document : —

A document can be saved by selecting save option from file menu or by pressing Ctrl + S from keyboard than

it appears a dialog box which contains file name, filetype and location of file. when we save our document first time it will display a save as dialog box given below.



• creating a duplicate document : —

If we want to create a duplicate document we select 'SAVE AS' option from file menu. It appears a save as dialog box in which we provide file name and then click on 'SAVE' button. The short key for save as is $Ctrl + H$.

• Difference between save and save as : —

The save option is used to save the exiting document in same file where as save as option is used to save the

Creating a duplicate document.

- **Page setup:** An unprinted document

The page setup option of file menu changes the page setup as per the printer and paper used for printing a document. A page setup option in MS Word involves 3 tabs. These are margin, paper and layout. To set the page setup follow the following steps.

- i) Click on the file menu and select page setup option. The page setup dialog box will appear as given below.

Page Setup		
Margins	Paper	Layout
Top 2" <input type="button" value="↑"/>	Bottom 1" <input type="button" value="↑"/>	
Left 1" <input type="button" value="↑"/>	Right 1" <input type="button" value="↑"/>	
Center 0.5" <input type="button" value="↑"/>	Center position <input type="button" value="↑"/>	
Orientation		
<input checked="" type="checkbox"/> Landscape	<input type="checkbox"/> Portrait	
Pages		
Multiple Page		Normal <input type="button" value="↑"/>
Preview		
Apply to		Whole Document <input type="button" value="↑"/>
<input type="button" value="Set As Default"/>		<input type="button" value="OK"/> <input type="button" value="Cancel"/>

ii) In page set up dialog box change the appropriate changes like left margin, right margin, top, bottom and gutter etc.

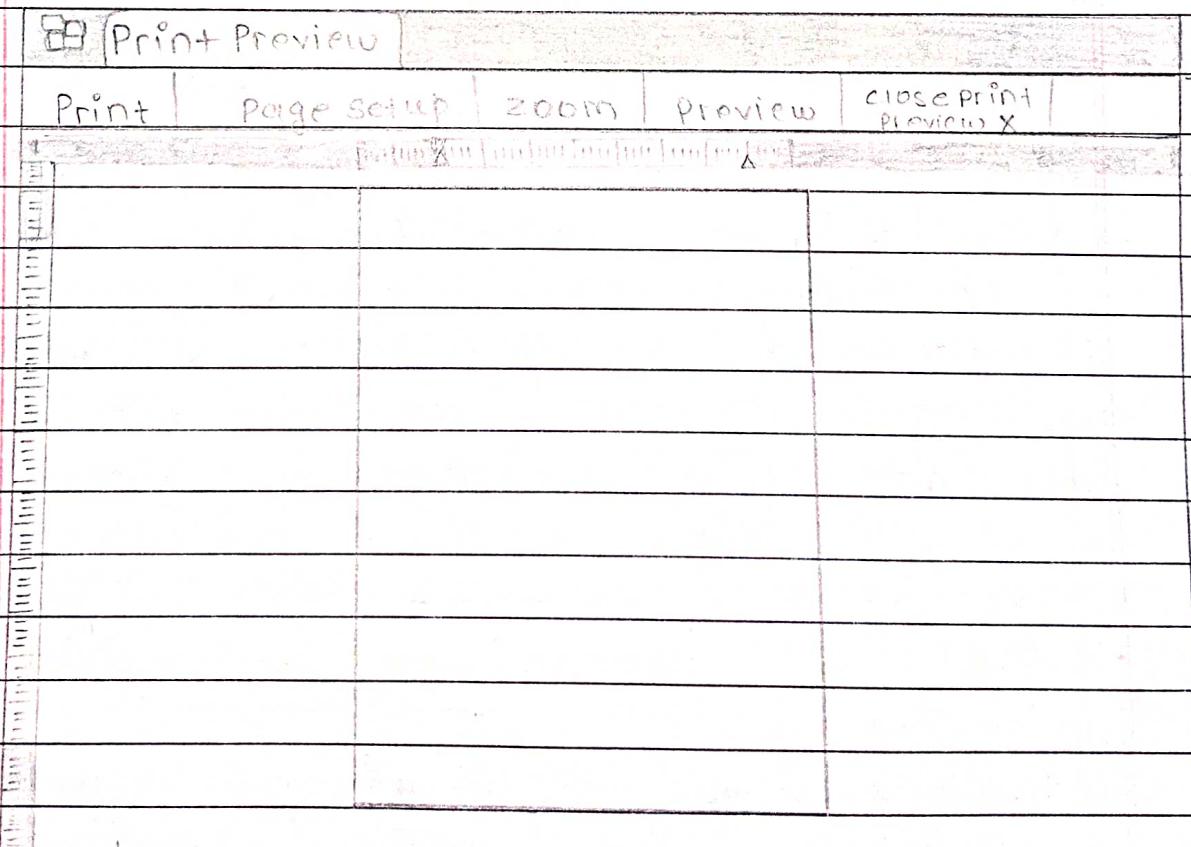
iii) click on ok button to apply our changes to the document.

• Print preview :

It is a feature of what you see is what you get (WYSIWYG). It

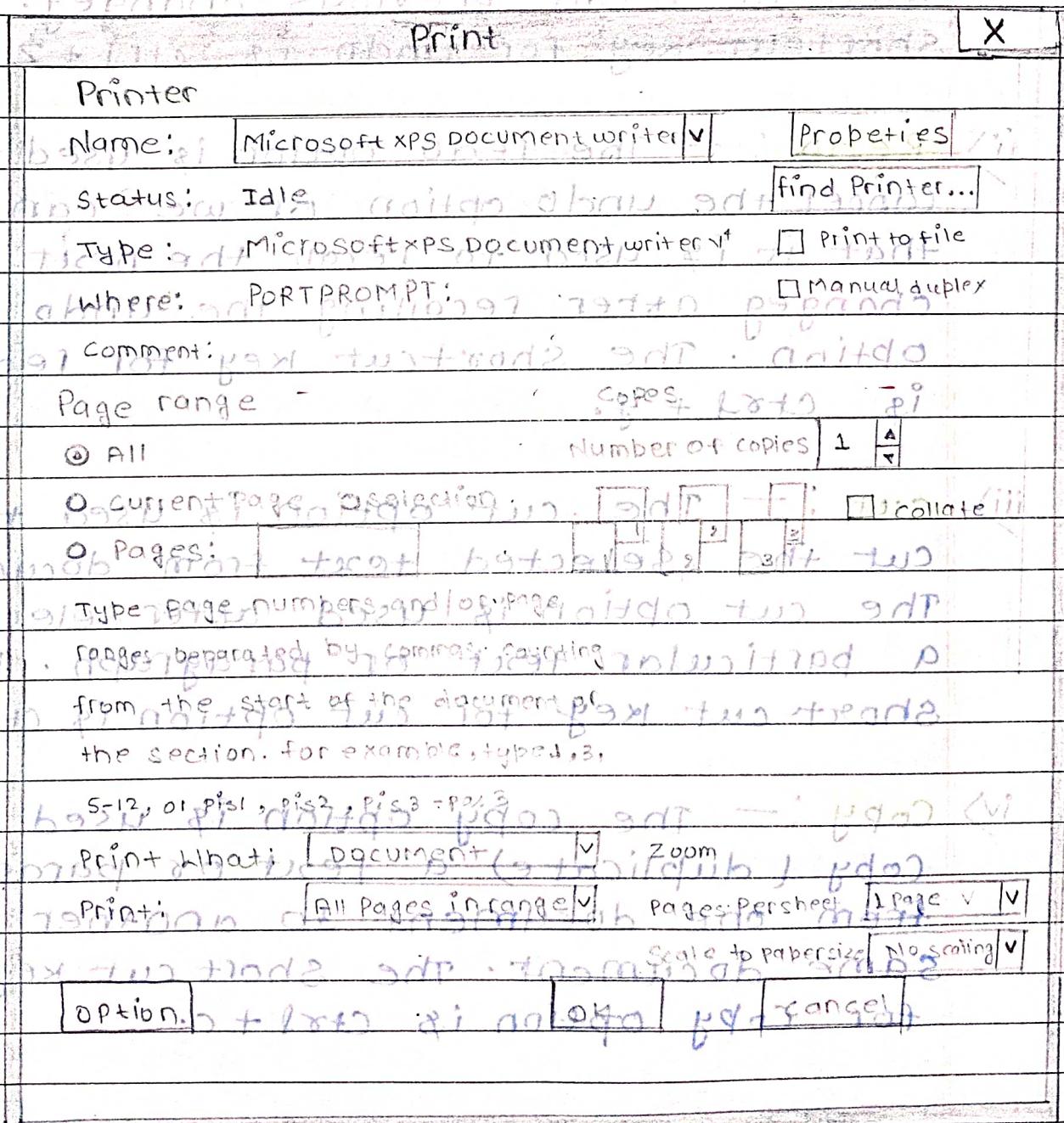
display a single or multiple document as it will be printed in reduced size.

We can select print preview option from file menu.



• Print option :—

The print option of file menu is used to get printout of a document on the paper. we select print option from file menu it will display a print dialog box. Then shortcut key for print option is **CTRL + P**.



● Edit Menu : —

The edit menu is used to modify our document. It contains the following options : —

i) **Undo** : — It is used to cancel the last action performed by user or it is used to recall previous changes. The shortcut key for undo is **ctrl + z**.

ii) **Redo** : — The redo option is used to cancel the undo option or we can say that it is used to recall the next changes after recalling the undo option. The shortcut key for redo is **ctrl + y**.

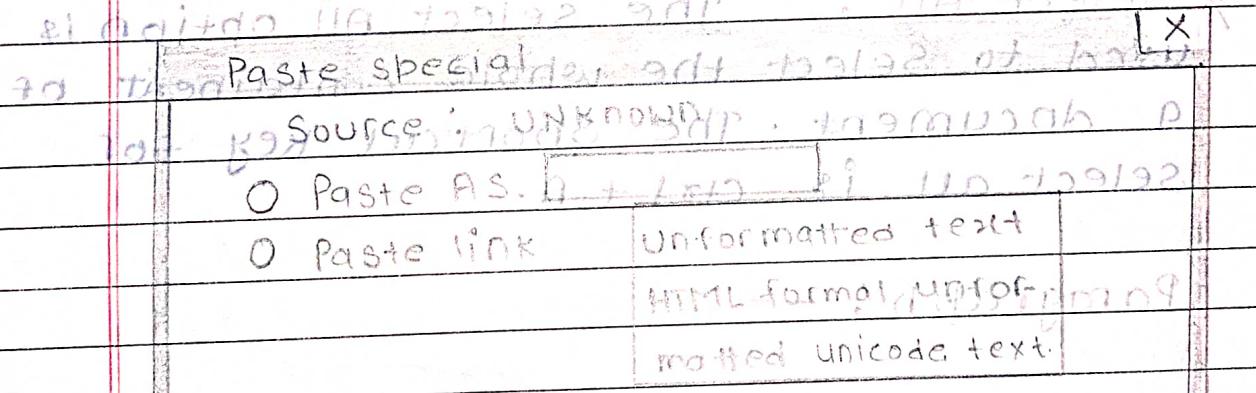
iii) **Cut** : — The cut option is used to cut the selected text from document. The cut option is used after selecting a particular text or paragraph. The shortcut key for cut option is **ctrl + x**.

iv) **Copy** : — The copy option is used to copy (duplicate) a text or paragraph from one document to another or same document. The shortcut key for copy option is **ctrl + c**.

v) **Paste** :— The paste option is used to paste the cut or copied text from clipboard to specific area of document. The shortcut key for paste option is **Alt + Ctrl + V**.

Clipboard :— The office clipboard is a special area where cut or copied items are stored.

vi) **Paste Special** :— When we click paste special option of edit menu it will display a dialog box with two option.



vii) **Pasted As** :— The 'Pasted As' radio button provides the facility to insert word, text in a document using a program.

ii) Paste link : — The paste link radio button provide the facility to insert word, text in a document. A link is created and all the words of same type can be inserted at same time using this option.

vii) Paste as hyperlink : — The paste as hyperlink of edit menu is used to paste a hyperlink in a document which creates a link between source document and target document.

viii) Select All : — The select all option is used to Select the whole content of a document. The Shortcut key for select all is $\text{ctrl} + \text{A}$.

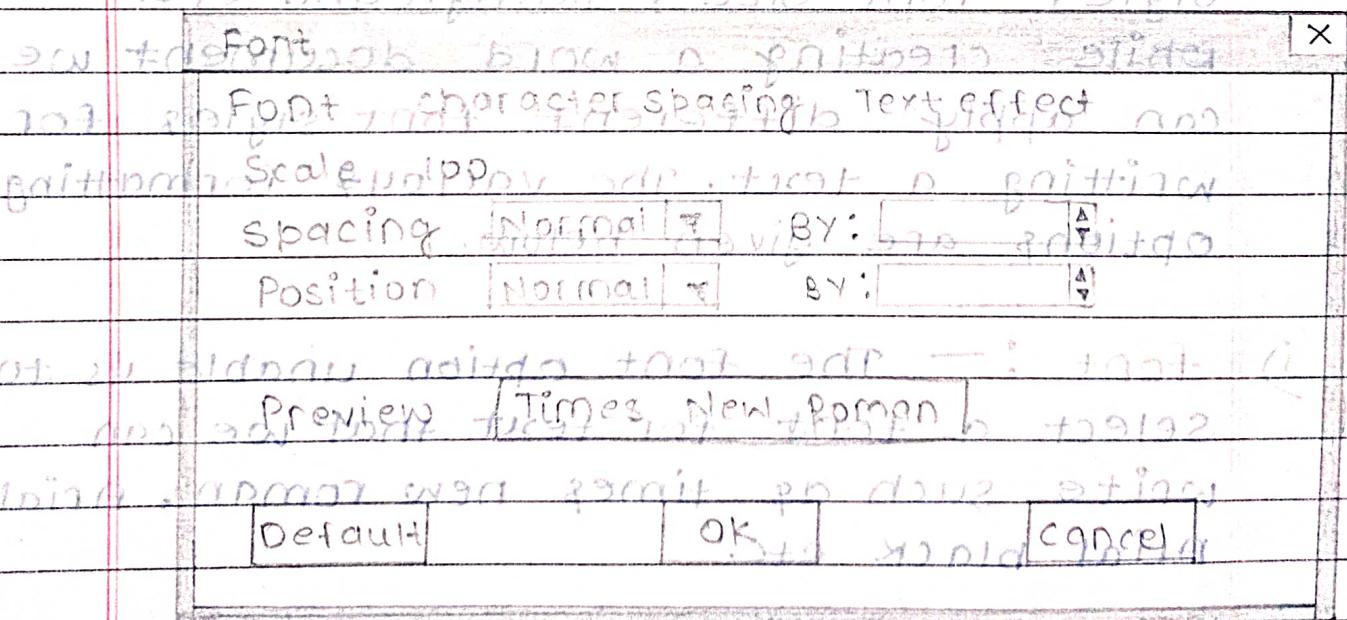
● Paragraph : —

In english the term paragraph refers to a series of related sentence. In ms word a paragraph can be single text, character, graphics or even a blank test consisting only a paragraph marker (\<para\>) as a paragraph. If we press enter key it means a paragraph is overwritten. At every enter key ms word adds a paragraph marker at the end of the paragraph. A paragraph marker is not

Usually seen on the screen. By selecting a paragraph marker at the bottom of standard toolbar a paragraph marker is displayed. If it is already displayed then it will be hidden by selecting a paragraph marker from standard toolbar.

Spaces between character and a paragraph in MS Word are arranged by selecting font option of format menu. Steps to create character spaces are given below:

- Select font option from format menu. It will display font dialog boxes given below.



- Select character spacing tab from font dialog box.

- iii) Select expended option from spacing drop down list box and than increase the character spacing by pressing spinner up arrow key.
- iv) Than finally click on ok button to see the effect on a document.

• **Formatting:** The term formatting means arranging the document. A document can be formatted with the help of format menu. By using format menu we apply some effect of text or giving a beautiful look like font colour, font style, font size, background etc. While creating a word document we can apply different font styles for writing a text. The various formatting options are given below.

- i) **font :** — The font option unable us to select a font for text that we can write such as times new roman, Arial, Arial black etc.
- ii) **font style :** — The font style unable us to select a writing style for a text, these are regular, bold, italic, bold italic etc.

iii) font size: — font size option allow us to select a font size for font. The font size are 8, 10, 12, 14, ..., 72, etc. We can increase the font size by pressing $\text{ctrl} +]$ or $\text{ctrl} + >$. Similarly for decreasing the fontsize we use $\text{ctrl} + [$ or $\text{ctrl} + <$.

iv) font colour: — font colour option allow us to apply a colour for text.

v) underline style: — underline style option allow us to underline a text. Shortcut key for underline a text is $\text{ctrl} + \text{U}$.

Paragraph is by default align left side as we use for writing English or Hindi on our copy or ms word.

The different alignment of a paragraph are given below.

i) Align left (left alignment) |  | :-

It is used to align the paragraph to left indentation. The shortcut key for left alignment is **ctrl+l**. To apply left alignment formatting to the text we need to perform the following steps

- i) Select the text on which we want to apply left alignment.
- ii) Click align left icon from standard tool bar or press **ctrl + L**.

ii) Align right (Right Alignment) :-

This option is used to align the paragraph at the right indent. The short cut key for right alignment is **ctrl + R**. To apply right alignment formatting to the text we need to perform the following steps:-

- i) Select the text on which we want to apply right alignment.
- ii) Click align Right icon from standard tool bar or press **ctrl + R**.

iii) Align centre (centre Alignment) :-

This option is used to centre the paragraph or text between the indents (ie left or right indent). The short cut key for centre alignment is **ctrl + E**.

To apply centre alignment formatting to the text or paragraph we need to perform the following steps:-

- i) Select the text on which we want to apply central alignment.

ii) click align centre icon from standard tool bar or press **ctrl + F**.

iv) Align justify (justify Alignment)  :-

This option aligns the paragraph or text at both right or left indent the short cut key for justify alignment is **ctrl + J**. To apply align justify for formatting to the text or paragraph we need to follow the following steps.

i) select the text on which we want to apply justify alignment.

ii) click align justify icon from standard tool bar or press **ctrl + J**.

● **Indentation:**  (ii)

Indentation determines the distance of the paragraph from either left or right margin within margins. We can increase or decrease the indentation of paragraph or group of paragraph.

We can also create negative indent also known as outdent indent which put the paragraph outwards the left margin. We can also create hanging indent in which the first line of the paragraph is not indent but other lines are indent.  (ii)

Step to indent only first line of a paragraph.

i) Select the paragraph option for format menu.

ii) Select special dropdown list box and then select first line option.

iii) Select the amount of space that we want to indent.

Step to indent all lines of a paragraph.

i) Select the paragraph option for format menu.

ii) Select the special dropdown list box and then select hanging option of dropdown list box.

iii) Select the amount of space that we want the paragraph to be indent except first line.

Step to create negative indent.

i) Select the paragraph option for format menu.

ii) Select the special dropdown list

box and then select negative indent of dropdown list box to do this.

- iii) Select the amount of space that we want the paragraph to be indent except first line.

• Bullets and numbering:

We use bullets and numbering basically for making a list or arranging the content in order. Bullets represent symbol for a list and numbering creates a number list. Bullets and numbering may be created at one table or many tables. The steps for creating bullets and number list is given below.

- i) Type a special symbol * to start a bullet list or type a number 1. to start a number list and then press bar key or tab key.
- ii) Type any text or paragraph that we want to prioritized and then press enter key to add another list item. Word will automatically insert next bullet or number.
- iii) Press enter key to add another list item.

- iv) To finish the list press **enter** key twice or press **backspace** key to delete the last bullet or number in the list.
- **Tab and Tab setting:**

Tabs are used to write text in tabular form. We can easily create table of contents index with the help of tabs. When we quickly sets the tab by clicking the tab selector at the left end of ruler until it displays the type of tab that we want and again clicking the ruler at the location we want the following tabs are available in Microsoft Word.

- i) **Left Tab (L):** — A left tab stop set at the starting position of text that will then run to right as we type.
- ii) **Centre tab stop (C):** — A centre tab stop sets the position at the middle of the text. The text will be centred on this position as we type.
- iii) **Right Tab Stop (R):** — A right tab stop sets the right end of the text as we type. The text move

to left direction.

- iv) Decimal Tab (\pm): — A decimal tab stop aligns number around a decimal point independent of the number of digit. The decimal point will in the same position.

Setting a tab stop:

Tab stops can be set with the help of format menu. Then following steps are followed for tab setting.

- Select tab option from format menu.
- It will display a Tab dialog box as given below.

Tab

Tab stop position

Default tab stops

0.5" or 1.27 cm

Alignment

Left

centre

Right

Decimal

Set clear clear All OK cancel

iii) Select the type of tab stop and then press 'set' button.

iv) finally click on 'OK' button to apply tab stop.

● Changing case : -

Microsoft word provide the facility to change case of any text using change case command. The steps for change case command are given below.

i) select the text which we want to change them case which done shown in

ii) Select format menu and then select change case option .The change case dialog box will appear as given below.

Change Case

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

OK Cancel

The dialog box contain following option.

- a) Sentence case : — This option capitalizes the first letter of selected sentence.
 - b) Lower case : — This option changes the selected text to lower case.
 - c) Upper case : — This option changes the selected text to capital letter.
 - d) Title case : — This option capitalizes the first letter of each word.
 - e) Toggle Case : — This option changes the lower case letter to upper case letter and upper case letter to lower case letter.
- iii) Select the proper option and click on 'OK' button to see the proper effect.

- Template (format) :-
A template is a special type of document which contains protective image, graphical and different types of attractive word. Template document have two types.

i) Global Template: — gt is template which is use for many purpose for different people.

ii) Document Template: — gt is a template used for specific purpose for the user.

Steps to create a document template:

i) select a new option from file menu.

gt will display a dialog box as given below:

Template

X

create new document

Document

Template

OK

Cancel

ii) then select template radio button from template dialog box.

iii) click on ok and create a document without any requirement.

iv) Save the document by using save as option from file menu.

v). Give the name for template with .temp or .tmp extension and click on 'Save' button our document template will be created.

● Tables : -

In MS Word we can create a table or work with them. There are two ways to create a table in MS Word.

i) By drawing a table : - we can follow the following steps for drawing a table.

i. Select draw table option from Table menu. A Table Drawing toolbar appears in the document and cursor changes to pencil.

ii. We can draw the table as we required.

ii). Inserting a table : - we can also follow the following steps for inserting a table in MS Word document.

iii. Select insert option from Table menu and then select table option from insert sub-menu. The Insert Table dialog box will appear as given below in fig.

Fig. 1.1

Insert Table

Table size

No. of columns

No. of rows

Auto fit Behaviour

Fixed column width

Autofit content

Autofit to window

Table format

Set Default for new Table

OK

Cancel

II. In the Insert Table dialog box, specify the number of columns and rows that we required in our document.

III. Click on 'OK' button to insert the table in the word document.

Table manipulation:-

1. To move from one cell to another cell in forward direction press Tab key.

2. To move from one cell to another cell in previous direction press Shift + Tab key.

3. To move from one cell to another cell in backward direction press Shift + Tab key.

4. To move from one cell to another cell in diagonal direction press Shift + Tab key.

5. To move from one cell to another cell in diagonal direction press Shift + Tab key.

6. To move from one cell to another cell in diagonal direction press Shift + Tab key.

- III. To select whole table click on small square appears with plus sign at the top left corner of the table.
- IV. To select a column move the cursor at the top of that column the cursor changes to black arrow click to select that column.
- V. To select a row move the cursor at beginning of specific row till the cursor changes to right pointing arrow. Click the mouse button to select a row.
 - i) insert a new row:
 1. We can insert a new row in a table in two ways. If we want to insert a new row at the end of table then it can be done by placing the cursor at the last cell of the table and then click tab key.
 2. In case we want to insert a new row other than end of table then we follow the following step:
 - a) Position the cursor at the cell before or after we need to insert a new row.

b) Select table menu and then select row above or below as per our requirement.

iii) Insert a new column:- To insert a new column in a table follow the following step :-

i. Position the cursor at the cell before or after which we need to insert a new column.

ii. Select table menu then select insert option and then select column left or column right option as per requirement.

iv) Delete Row:-

i) Select the row you want to delete.

ii) Select table menu then select delete option and then select row option.

v) Delete column:-

i) Select the column we want to delete.

ii) Select table menu then select delete option and then select column option.

• Delete Table:

follow the following step to delete whole table at a time.

- i) select the table.
- ii) Select the table menu than select delete option and then select table option.

• Merge cell:

Merging cell means combining two or more cell. The following steps are followed to merge the cell.

- i) select the cells that we want to merge.
- ii) Right click the cell and then select merge option.

• Split a cell:

Splitting a cell means breaking a cell into smaller cells. follow the following steps to split a cell.

- i) Select the cell we want to split.
- ii) Right click the cell and then select split option.

- To create a nested table:-

Nesting table means table inside the table. The following steps are followed to create a nested table.

- Position the cursor in the cell in which we want to create another table.
- Select table menu and then select a insert option then select table option. A insert table dialog box will appear.
- In insert table dialog box specify the number of rows and columns and click on ok button to insert a table.

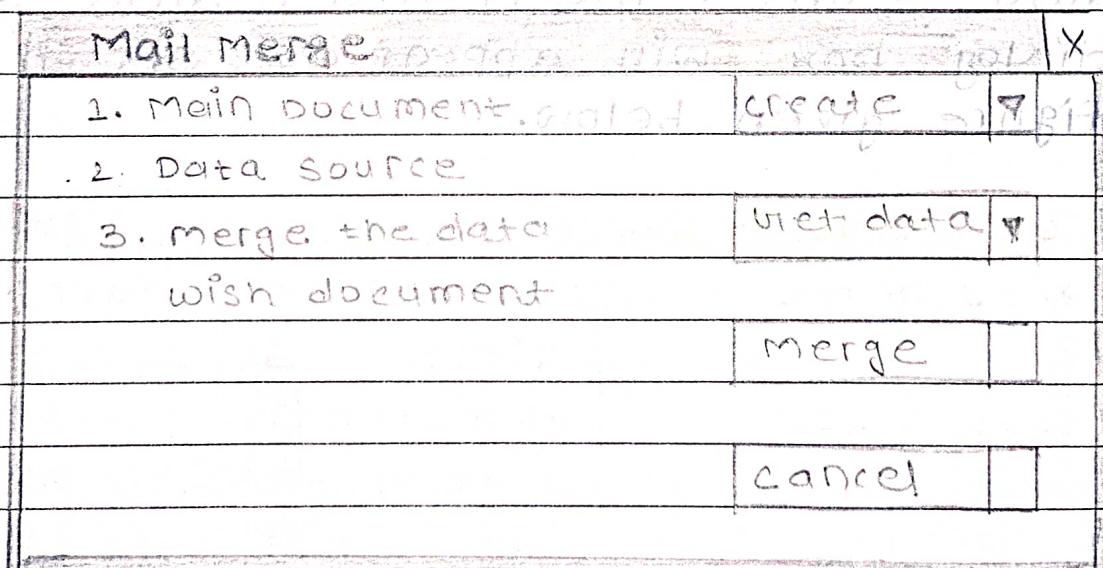
- Mail merge:-

Mail merge is one of the effective feature of Microsoft Word that helps to draft a letter to many recipient in short time. In an organization some times we need to send a common notice or letter to many people let us consider that we need to send a letter to ten people. If we want to type ten separate letters then it takes lot of time and we

may also get bore typing the same letter ten times. There for such a situation we can make the use of mail merge. It helps to save a lot of time.

follow the following steps of drafting a letter using a mail merge.

- i) In a new word document draft a new letter that we need to send to many people.
- ii) Select tools menu then select mail-merge option to open a mail-merge dialog box as given below.



- iii) In mail merge dialog box click create button and then select latter option to open micro soft word document it will display a dialog box as given below.

Microsoft Word

⑦ To create the form letter you can use active window document or a new window document

Active window	New main Document
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- iv) In microsoft window click on active window button.
- v) In mail merge dialog box click on get data of data source to create a data source. The create a data source dialog box will appear as shown in figure given below.

Create Data Source

field name

field name in header

Title

first name

company

city

Add field name

Address

Remove field name

File

OK Cancel

vi) In create data source dialog box do the following

- ① Under the field name in header row section click the field name that we do not required.
- ② click remove field name button to remove the specific field.
- ③ Continue the above the two steps until we remove all the unwanted field.

④ click on add field name to add required field.

vii) Enter the address information in proper field.

finally click on close button to save a list it will display mail merge recipient list.

ix) On viewing the different recipient click on OK button. It will display a select recipient button option in mail merge dialog box.

x) Click on insert merge field option from mail merge toolbar. It will display a insert merge field dialog box.

given below.

Insert merge field

① Address field

② Data base field

fields

Name

father's name

Address

PIN

Match field

Insert

Cancel

x) Insert the required field by selecting different field options in insert merge field dialog box.

xii) click the merge button available on standard toolbar to see the different letters for mail merge.

Macro : —

Macro is used to repeat same piece

of information many times in our

document. A macro can be started

by pressing shortcut key or by

selecting macro option from tools menu.

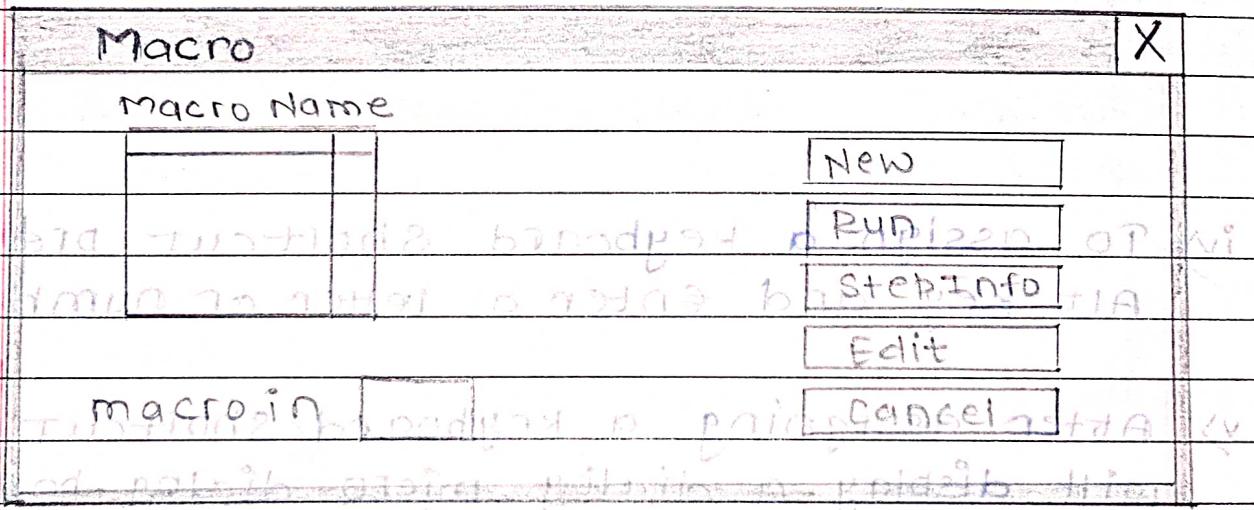
By selecting macro option

from tools menu get will display a

macro dialog box we can record some task for macro. whenever we need to show the recorded task we can run our macro by pressing a shortcut key for macro or by selecting run button from micro dialog box.

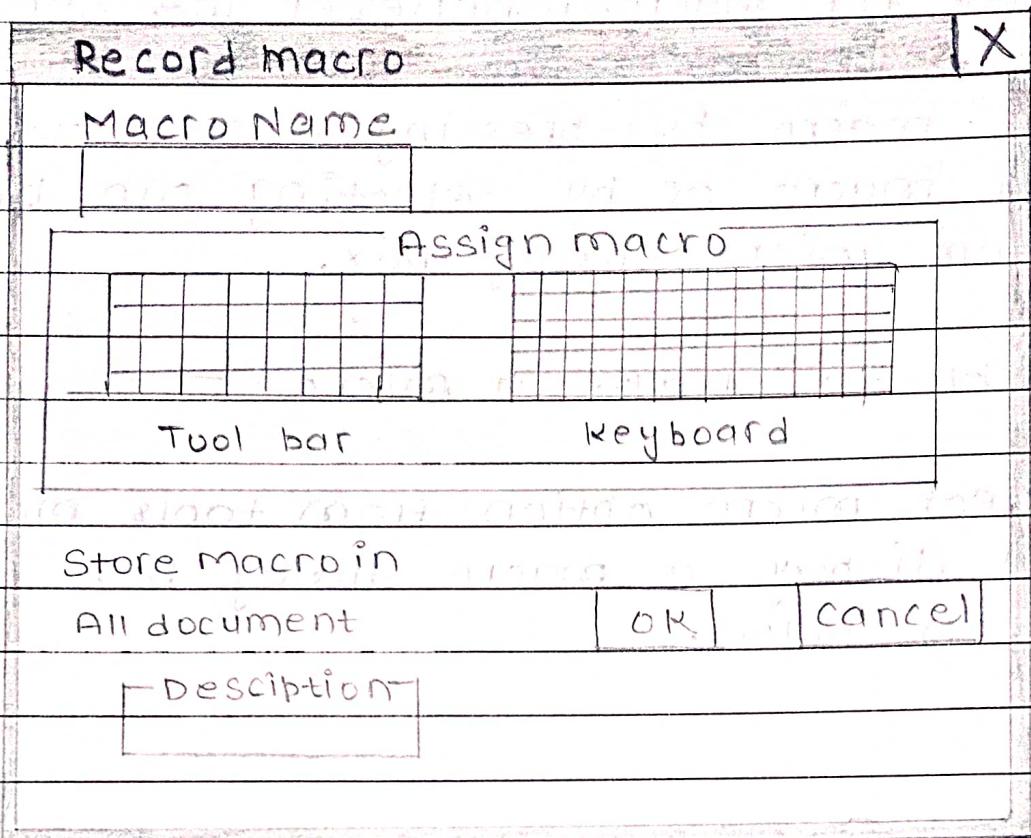
steps to create a micro :—

- i) select micro option from tools menu it will display a macro dialog box as given below.

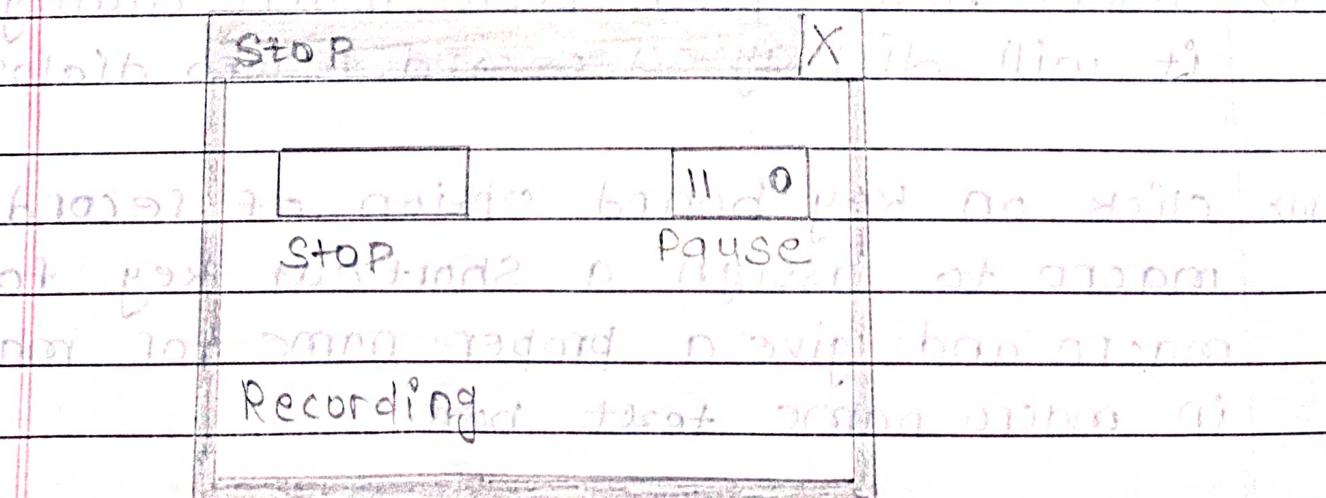


- ii) Select new option from macro dialog box it will display a record macro dialog box
- iii) click on key board option of record macro to assign a short cut key for macro and give a proper name for macro in macro name text box.

figure step (ii)



- iv) To assign a keyboard shortcut press ALT key and enter a letter or number.
- v) After assigning a keyboard shortcut it will display a stop macro dialog box as given below.



- vi) Now to start a macro click on pause button to stop the recording and again we want to start the recording click on that button.
- vii) After completing the work we can click on a stop button and now run the macro which should go to next part in animation.
- viii) Insert the insertion point wherever we define the macro will go until we click to add stand out or stand by.
- ix) Go to animation tools menu and then click on run button to start our macro or press the shortcut key that we define.