Course: 01

INTRODUCTION TO COMPUTER, WINDOWS OS & MS-OFFICE SOFTWARE

Certificate in Application of ICT in School Education

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**Commonwealth Educational Media Centre for Asia
and
Krishna Kanta Handiqui State Open University**

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Course Introduction

This course on "*Introduction to Computer, Windows OS & MS-Office Software*" has been designed in such a way that it can be used as a self-learning material for obtaining basic knowledge and understanding of various components (hardware as well as software) of a computer system. All the modules presented in the course are illustrated with suitable examples wherever required, in addition to providing links of video tutorial/s and also other OER links for further learning at appropriate places. These enable the learners to understand the concepts easily thereby leading to effective self-learning.

This course material consists of 5 modules.

Module 1 provides an introduction to computers. This module elucidates the basic components and classifications of computer.

Module 2 provides an introduction to operating system. The features of Windows operating system are mainly discussed here.

Module 3 highlights the importance of Word Processors. The module explains how to create Word document and also provides details about how to work with *MS-Word*.

Module 4 explains the advantage of using Spreadsheet packages. How to create and work with Worksheets in *MS-Excel* are described here.

Module 5 is the last module of this course. This is on Presentation package, *Microsoft PowerPoint*. This module explains the need for creating presentations and provides an introduction to *MS-PowerPoint*.

Introductory Video of Certificate on Application of ICT in School Education	**Video link :** https://www.youtube.com/watch?v=2MB2twPqsBk	**Scan with QR Code**

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1.1 LEARNING OBJECTIVES

After going through this module, you will be able to -

- define computer
- state the characteristics of computer
- identify the basic components of a computer
- use various input-output devices
- explain computer storage and memory
- define bit and bytes
- describe some computer software tools that are basically use for official as well as personal purposes

1.2 INTRODUCTION

Computer became an integral part of our everyday life. Now a days we see computer everywhere including schools, colleges, hospitals, banks, shops, railway stations or even in our home. It makes our work easier and faster.

This module will acquaint the learner with the basic concepts and terms associated with a computer. We will begin our discussion with the definition of computer and characteristics. Further, we will discuss various input-output devices and storage devices with their usages. The module concludes with an overview of basic office tools.

1.3 BASICS OF COMPUTER

The word "computer" comes from the word "compute" which means calculation. Let us start with defining the term computer formally. We can define **computer** as an electronic device that receives input, stores or processes the input as per user instructions and provides output in desired format.

The input we enter to a computer is called **data** and the output obtained after processing it, based on user's instructions is called **information**. The activity of processing data using a computer is called data processing.
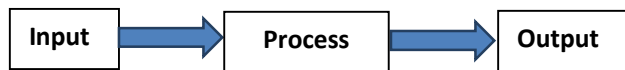
```
┌─────────┐      ┌─────────┐      ┌─────────┐
│  Input  │ ───▶ │ Process │ ───▶ │ Output  │
└─────────┘      └─────────┘      └─────────┘
```

Fig.1.1: A simple workflow of a computer

In general, a computer performs the following five basic operations:

- Inputting: The process of entering data and instructions into a computer.
- Storing: Saving data and instructions for future processing or making available as and when required.
- Processing: The process of performing arithmetic and logical operations on data to convert them into useful information.
- Outputting: Displaying result as output for a user in printed form or in visual display unit.
- Controlling: Directing the manner and sequence in which the above operations are performed.

The devices of computer such as keyboard, mouse, printer, cabinet, hard disk, CDs, DVDs etc. that we can see and touch are the **hardware** components of a computer. The set of instructions or programs that make the computer function using these hardware parts are called **software**. Both hardware and software are necessary for working of a computer.

The basic components of a computer are as follows:

i.   **Input Unit / Device** − Devices that are used to input data and instructions to the computer are called input unit. For example, keyboard and mouse.
ii. **Output Unit / Device** − Devices that are used to provide or display information to the user in desired format are called output unit. For example, monitor, printer, LCD screen, Projector etc.

iii. **CPU** – The **Central Processing Unit** (CPU) is regarded as the brain of the computer. This is the place where processing is done. Regardless of its construction, every CPU has the following two basic parts:

   a) **Control Unit** (CU)
   b) **Arithmetic Logic Unit** (ALU)

a) **Control Unit** − Control unit controls all the functions of the computer. All devices of computer interact through the control unit. The control unit acts as the *central nervous system* for other components of a computer system.

b) **Arithmetic Logic Unit** – All arithmetic and logical operations take place in Arithmetic Logic Unit (ALU). ALU is considered as the brain of the computer. It is the place where actual execution of instructions takes place during processing operation. Data and instructions stored in primary storage before processing are transferred as and when needed to the ALU where processing takes place.

iv. **Memory** or **Storage unit** – Memory is the most essential element of a computing device because without it computer cannot perform even a simple task. Memory is one or more sets of chips that store data and/or program instructions, either temporarily or permanently. Computer memory is of two basic types:

   a) **Primary memory** and
   b) **Secondary memory**

a) **Primary memory:** Primary memory also, termed as main memory of computer is a temporary storage area built into the computer hardware. Instructions and data of a program reside mainly in this area when CPU is executing the program. Physically, this memory consists of some integrated circuit (IC) chips either on motherboard or on a small circuit board attached to the motherboard of a computer system.

Primary memory allows CPU to store and retrieve data in a very fast manner. It is expensive and limited in size as compared to secondary storage. Random Access Memory (RAM), Read Only Memory (ROM) and its types are examples of primary memory.

b) **Secondary memory**: Secondary memory or storage is cheaper and of bigger capacity as compared to primary memory. The stored data and programs can be accessed from the secondary storage whenever required by the user. Some examples of secondary devices include hard disk, CD, DVD, pen drives, etc.

1.3.1 Characteristics of Computer

Let us discuss some of the characteristics of a computer to understand why computers are such an important part of our lives:

- **Accuracy** − Computers can do same type of tasks repetitively with same accuracy. But computer does not possess intelligence. If we enter wrong input, then the result of a particular program or task will automatically be wrong.
- **Speed** – A computer can process data at an extremely fast speed. It can process millions of instructions in just one second. The speed of a computer is calculated in Hertz. It can be Mega Hertz(MHz), Giga Hertz(GHz) etc.
- **Reliability** – Reliability is the measurement of the performance of a computer. Computers can carry out same type of work repeatedly without any errors.
- **Versatility** – Versatile is the quality of being flexible. Computers are versatile devices as they can perform multiple task of different nature at the same time. For example, a computer can be used for home use, official purposes, in railways, in banking, in hospitals, for weather forecasting and so on. One can use personal computer at home for playing a game, listening music, for typing purpose, sending e-mails using Internet, etc.
- **Storage Capacity**- Computers can store a very large amount of data. Just the way we cannot store everything in our memory and need secondary media such as a notebook, diary, or file to record certain important information, computers also possess primary or internal as well as secondary or external memory.

Basics of Computer	Video link : https://www.youtube.com/watch?v=0S2AetDHevQ	Scan with QR Code

1.4 INTERACTING WITH COMPUTER

To interact with a computer, connections are necessary. These connections can be wired or wireless. For wired connections, ports are necessary. A connection point that acts as interface between the computer and external devices like mouse, printer, modem, etc. is

called **port**. Some of the most commonly used ports are: Serial port, parallel port, VGA port, USB port etc.

Fig.1.2: Commonly used ports

1.4.1 Connecting Input-Output Devices

So far, we have learnt the characteristics of computer. Let us discuss the usefulness of some input and output devices. Input/output devices are usually called I/O devices. Input and output devices allow the computer to interact with the outside world by transferring data to and from the computer system.

An input device enables us to enter information and commands into the computer.

i. **Keyboard** and **Mouse**: The most commonly used input devices are the *keyboard* and the *mouse*.

Keyboard is the primary input device for entering text and numbers. When we press the keys in a keyboard, it sends signals to the CPU. Mouse is very easy to handle. It has a pointer to select an object or text, access menus etc. on the display screen. The mouse pointer is usually an arrow that can be controlled by moving the mouse around on a flat surface.

Although the keyboard and the mouse are the input devices that people use most often, there are many other ways to input data into a computer. Sometimes the tool is simply a matter of choice.

ii. **Touch screen**: Most input devices are designed to be used by hand. Touch screens enable the user to interact with the system by using his or her fingertips. In our day-to-day life while handling smart phones, ATM, the use of touch screen is very common. Most touch screen devices use sensors on the screen's surface to detect the touch of a finger. Unlike keyboards and mice, many of these input devices are highly intuitive and easy to use without special skills or training. Even a kid can operate smart phone very easily.

Again for example, we can see that some Tablet PCs allow the user to input data such as notes, appointments, or phone numbers by writing directly on the screen with a pen like input device.

iii. **Bar code readers**: Bar code readers are one of the most widely used optical input devices. This device read bar codes, which are pattern of printed bars that appear on product packages. The bar code reader emits a beam of light that is reflected by the bar code image.

iv. **Scanners** and **Optical Character Recognition (OCR)**: A scanner can copy a printed page or text or graphics into the computer's memory. Image scanner converts any printed image into electronic form by shining light onto the image. The main task of OCR software is to translate array of dots into text that the computer can interpret as letters and numbers.

Today's computers are equipped with complete multimedia capabilities. They have features that enable them to record audio and video input.

v. **Webcam**: Web camera is an inexpensive PC video camera that is usually found fixed with the monitor/laptop or it can be separate device that can be kept on a stand, so that the user can capture their own picture while working at the computer. Applications like videoconferencing enable people to use live video images, which are captured by a Webcam/PC video camera, and transmit them to a limited number of recipients on a network or to the world on the Internet.

vi. **Digital Cameras**: Digital cameras are portable handheld devices that capture images electronically. It digitizes the images, and stores it on a special memory card. One can copy those images from memory card to a computer, where the image can be copied, printed, attached in a document or can be shared with other people. Most digital cameras can store dozens of high-quality images at a time. Additional memory can also be inserted to digital camera that increases their storage capacity even further.

Modern sophisticated output technologies, which include display and sound systems, make the computing experience a more interesting one.

vii. **Monitor**: Monitor is the most commonly used display unit which is used to display text, images and videos.

In general, two types of monitors are used with personal computer systems. The first is the typical monitor that comes with most of the earlier desktop computers. It looks like a television screen and this type of monitor uses a large vacuum tube, called a **cathode ray tube** (CRT). The second type is known as **flat panel display** and currently these types of monitors come with desktop computers.

There are several types of flat panel display monitors. But the most common is the **liquid crystal display** (LCD) monitor.

viii. **Printers** enable us to print our documents, reports, images and other types of information stored in a computer in electronic format in papers so that we can touch, carry, and share with others. Types of commonly used printers are Inkjet, laser, dot matrix printer.

ix. **Sound System**: Today's any multimedia capable computer includes a complete sound system, with a microphone, speakers, a sound card, and a CD or DVD drive. Sound systems are especially useful to people who use their computer to use or create multimedia products, or participate in online activities such as videoconferencing and distance learning.

x. **Projector:** Projectors are mainly used to display a picture, a presentation or a video file onto a big external screen or wall. Projectors can be used as a teaching aid as it enables an entire room full of people to watch presentations, images or videos in a large screen. A projector plugs into one of the computer's ports and then projects the output onto an external surface.

xi. **Headphone**: Headphone allows us to listen to audio without disturbing other people in the vicinity. Many people prefer listening to audio through headphone rather than using speakers while working on a computer. Headphone can be plugged into the output jack of a computer's sound card.

1.6 USE OF STORAGE DEVICES

The main purpose of secondary storage device is to store data permanently, even when the computer is turned off. Computer secondary storage devices operate much slower than computer memory chips.

All types of storage devices capable of storing information including a CD, DVD, Hard disk, pen drive have a disk capacity. This capacity is usually measured in *Kilobytes* (KB), *Megabytes*(MB), *Gigabytes* (GB), or *Terabytes* (TB).

i. **Magnetic storage**: The most common type of computer storage is the *magnetic storage.* Most personal computers posses at least one **hard disk** (or *hard drive*) which is a magnetic storage device. Commonly used personal computer hard disk capacity is about 500 GB to 1 TB. Desktop hard disk drive come in storage capacities of as much as 10 Terabytes (10TB).

ii. **Optical storage**: Optical storage devices use laser light to read data from or write data to the reflected surface of an optical disk. The most common optical storage devices are *Compact Disks* (CDs) and *Digital Video Disks* (DVDs). Some sophisticated compression techniques are used in these devices to keep large amount of data. The storage capacity of CD is 700 MB. For example, a single DVD can store an entire full-length movie and a CD can hold approximately 80 minutes of audio data. DVD can hold a minimum of 4.7 GB of data.

iii. **Pen Drive**: Pen drives (or flash drives) are very common for transferring data from one computer to another or other devices. Pen drive is a plug-and-play device that simply plugs into a USB (Universal Serial Bus) of a computer. It offers easy, fast and reliable way of data transfer as well as storage for digital files. One can read, write, copy, delete, and move data from computer's hard disk drive to the pen drive or from pen drive to the hard disk drive. One can even run applications, play music files, or view videos directly from it by plugging it to a computer or other devices.

1.6.1 Units of Measure for Computer Memory and Storage

In our day-to-day life, we use the *decimal number system*. In this number system, base is equal to 10 because there are all-together 10 symbols or digits, which are 0, 1, 2, 3, 4, 5, 6, 7, and 8. Decimal number system is the most common number system. Other popular number systems include *binary number system*, *octal number system*, *hexadecimal number system* etc.

Binary number system is like decimal number system, except that the base is 2, instead of 10. We can use only two symbols or digits (0 or 1) in binary number system. The smallest unit of data in a computer is called *Bit* (**Bi**nary Digi**t**). A bit has a single binary value, either 0 or 1. In most computer system there are eight bits in a *byte*. Half of a byte(4 bits) is called a *nibble.*

Table 1.1: Units of measure for Computer Memory and Storage

Unit	Abbreviation	Value in Bytes	Approximate value
Kilobyte	KB	1,024	1,000
Megabyte	MB	1,048,576	1,000,000 (1 million)
Gigabyte	GB	1,073,741,824	1,000,000,000 (1 billion)
Terabyte	TB	1,099,511,627,776	1,000,000,000,000 (1 trillion)

1.7 BASIC USE OF COMPUTER TOOLS

Office tools are software that are used to perform regular office works like creating, updating and maintaining documents, handling large amounts of data, creating presentations, scheduling, etc.

Using office tools, many repetitive tasks are easily possible within a very short time. Some commonly used office tools are :

- Word processors
- Spreadsheet packages
- Presentation software etc.

Word Processor is a software package that is used for creating, editing, and storing text documents. Formatting of a text document can be done in a word processor using various formatting features like font size, color, design, alignment etc. Pictures, tables, charts can also be inserted in a document according to our needs. Some common word processors are MS-Word, WordPerfect, WordPad, Google docs, etc.

Spreadsheet is a software package that assists users in processing and analyzing tabular data. It is a computerized simple accounting tool. Data is always entered in a cell. There are many in-built functions to process data in a group of cells. Following are some of the of the activities that can be done very easily in a spreadsheet package. Those are:

- for data entry purpose

- for calculations like addition, average, percentage, etc. for large numbers of data

- for preparing charts and graphs on a group of related data

Some of the popular spreadsheet software includes MS-Excel, Google Sheets, etc.

Presentation software enables user to illustrate and present a particular topic of discussion by designing slides. The slides can have text, images, tables, audio, video or other multimedia information. After learning a presentation software, one can type or insert important contents in each slide for their demonstration. Some of the popular presentation software includes MS-PowerPoint, Open Office Impress, etc.

1.8 LET US SUM UP

- Computer is an electronic device that can *store*, *process*, and *retrieve* data as and when required.

- Computer inputs are called *data*. Numbers, letters, symbols that we enter to the computer are examples of data.

- Processed data is known as *information*. A marksheet generated by a computer, a bio-data of a person typed in a computer, the output of a particular computer program etc. are examples of information.

- The general operations performed by a computer are accepting input, storing data and information, processing data, displaying the result of an operation as output.

- The main components of a computer are: Input unit, Output unit, Processing unit and Memory or Storage unit.

- Keyboard, Mouse, Touch Screen, Scanner, Bar Code Reader, Scanner etc. are good examples of input device.

- Monitor, LCD screen, Printer, Projectors etc. are commonly used output device.

- All major calculations and comparisons take place inside the Central Processing Unit (CPU) of a computer system.

- CPU is responsible for activating and controlling the operations of other units of a computer system.

- CPU has two basic parts: ALU and CU.

- ALU performs all arithmetic and logical operation.

- All devices interact through the control unit.

- Memory unit of computers comprises of two types: Primary (RAM, ROM and its types) and Secondary (Hard Disk, CDs, DVDs, Pen drives etc.)

- The main purpose of secondary storage device is to store data permanently even when the power is turned off.
- Memory capacity of a computer system is normally stated in terms of Kilobyte (KB), megabyte (MB), gigabyte(GB), terabyte(TB).
- Some commonly used office tools are Word processors, Spreadsheet packages, Presentation software etc.

References

1. Norton, P. (1999). *Introduction to Computers: Word 2000 (Software)*. McGraw-Hill, Inc..
2. Sinha, P. K., & Sinha, P. (2010). *Computer fundamentals* (Vol. 4). BPB publications.
3. Ram, B. (2000). *Computer fundamentals: architecture and organization*. New Age International.
4. https://www.tutorialspoint.com

Module II:
INTRODUCTION TO WINDOWS
OPERATING SYSTEM

STRUCTURE

2.1 LEARNING OBJECTIVES

After going through this module, you will be able to -

- describe and use different versions of Windows operating system
- use control panel features of Windows
- create and manage user accounts in Windows
- work with different activities with files and folders such as creating folders, copying files/folders, renaming files/folders, deleting files/folders, restoring deleted files/folders
- learn file compression and decompression technique
- handle different components of Windows accessories.

2.2 INTRODUCTION

In this module we will learn about Windows.

Windows is an operating system created by Microsoft that provides an interface known as *Graphical User Interface (GUI)* for IBM compatible computers. Windows eliminates the need for a user to have to type each command at a command line, like MS-DOS, by using a mouse to navigate through drop-down menus, dialog boxes, buttons, tabs, and icons.

Microsoft Windows was first introduced with Windows 1.0. Since its release there have been over a dozen other releases of Windows. Here we will discuss briefly about Windows operating system.

2.3 CONTROL PANEL

You can use Control Panel to change settings for Windows. These settings control nearly everything about how Windows looks and works, and you can use them to set up Windows so that it is just right for you. You can open Control Panel by clicking the **Start** button , and then clicking **Control Panel** option.
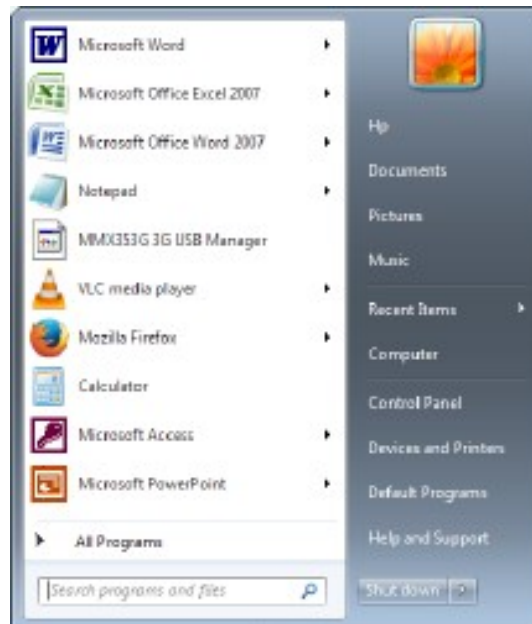
The following window will appear where you adjust your computer setting.

	Video link :	Scan with QR Code
Introduction to Windows Operating System Part-I	https://www.youtube.com/watch?v=oOy7uH7jftI	

2.4 WORKING WITH WINDOWS

2.4.1 Creating Folders

A folder is a location where you can store your files. You can create any number of folders and even store folders inside other folders (subfolders). Here is how to create a new folder in Windows environment:

1. Go to the location (such as in a drive or the desktop) where you want to create a new folder.

2. Right-click a blank area on the desktop or in the folder window, point to **New**, and then click **Folder**.
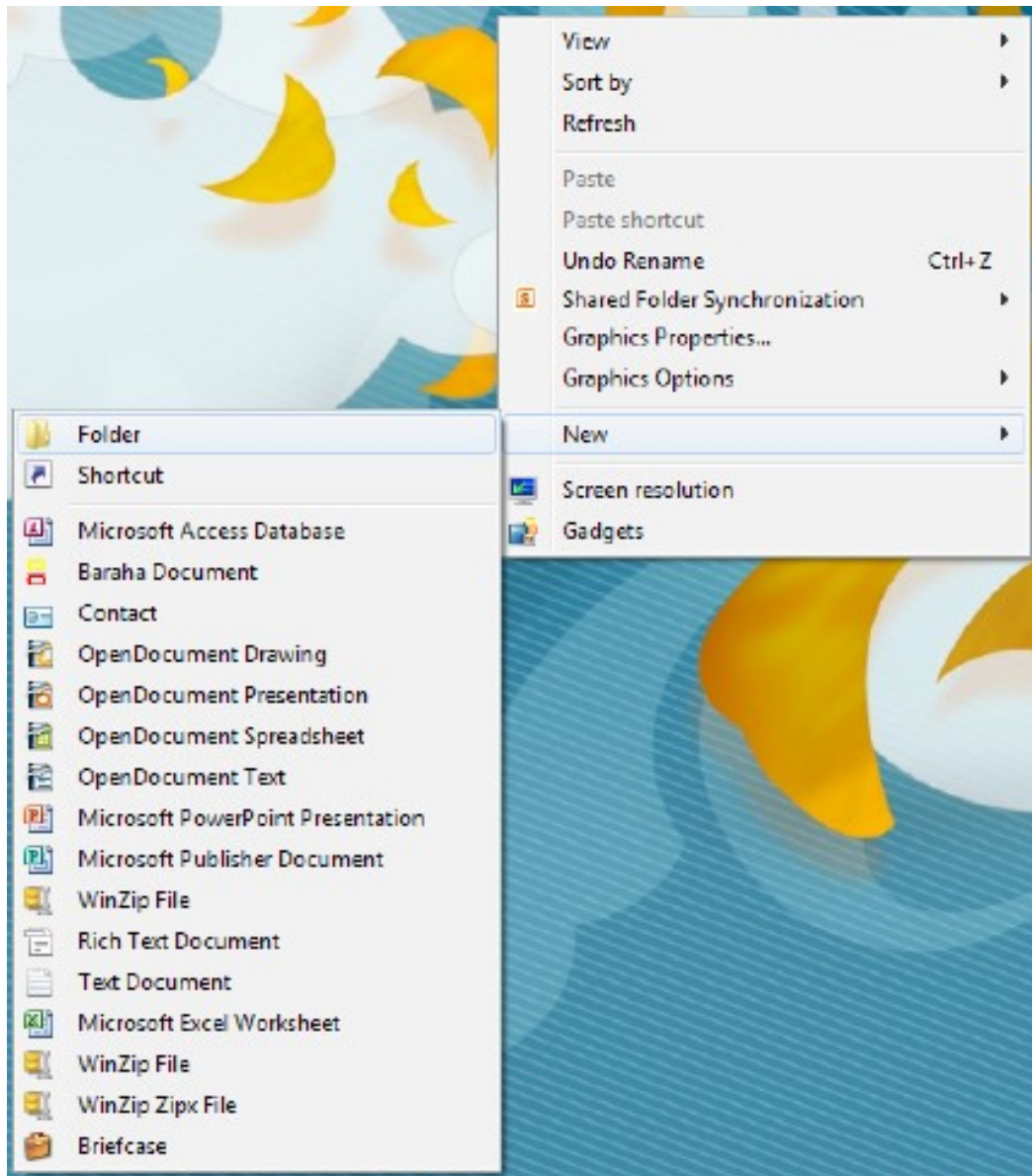
3. Type a name for the new folder, and then press **Enter**.

The new folder will appear in the location you specified.

2.4.2 Copying File or Folders

When you copy a file or folder, you are making a duplicate of the original item that you can then modify, delete, or store independently of the original.

Step 1: Open the location that contains the file or folder you want to **copy**.

Step 2: Right-click the file or folder you want to copy, and then click **Copy**.
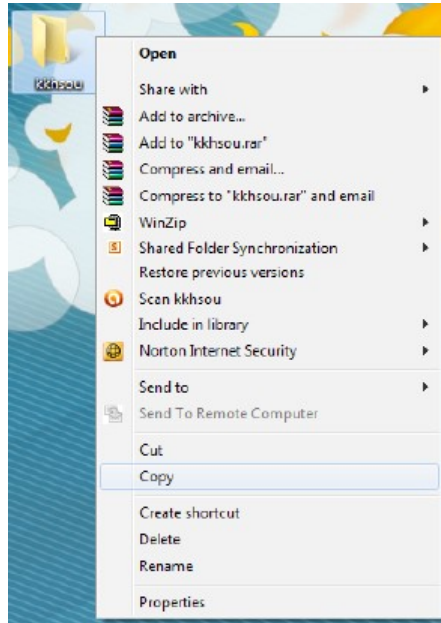
Step 3: Open the location where you want to store the copy.

Step 4: Right-click within the location, and then click **Paste**.
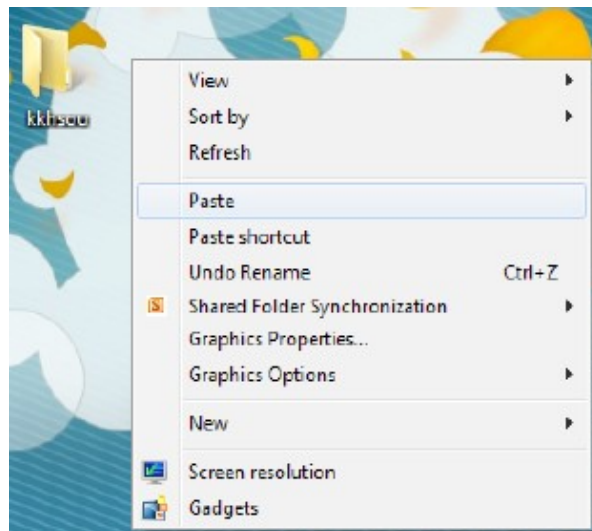
The copy of the original file or folder appears in the new location.
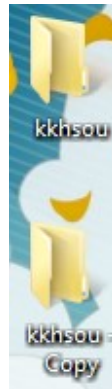
Tip: You can also copy a file or folder by right-clicking the file or folder and dragging it to the new location. When you release the mouse button, click **Copy** option.

2.4.3 Deleting Files or Folders

To delete a file or folder:

l Right-click the file or folder that you want to delete, and then click **Delete**. If you are prompted for an administrator password or confirmation, type the password or provide confirmation.
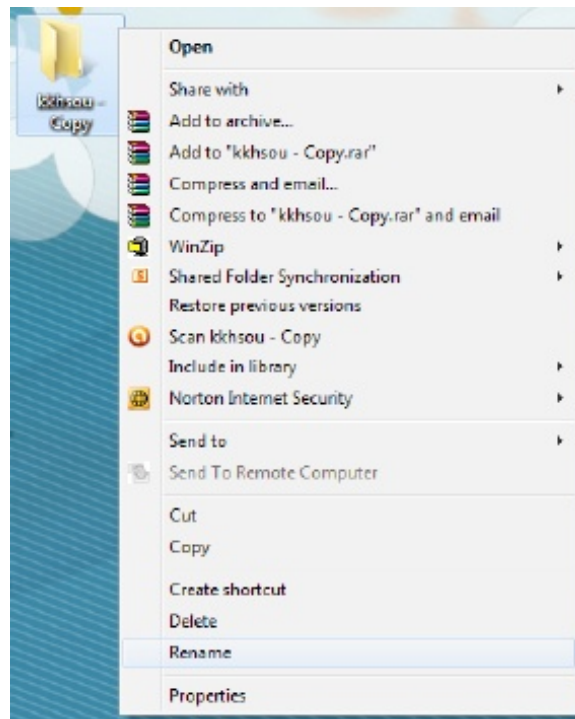
Notes

l　When you delete a file or folder from your hard disk, it is not deleted right away. Instead, it is stored in the *Recycle Bin* until the Recycle Bin is emptied. To permanently delete a file without first moving it to the Recycle Bin, select the file, and then press **Shift+Delete**.

l　If you delete a file or folder from a USB flash drive, it might be permanently deleted rather than being stored in the Recycle Bin.

2.4.4 Renaming Files or Folders

Step 1: Right-click the file or folder that you want to rename, and then click **Rename**.
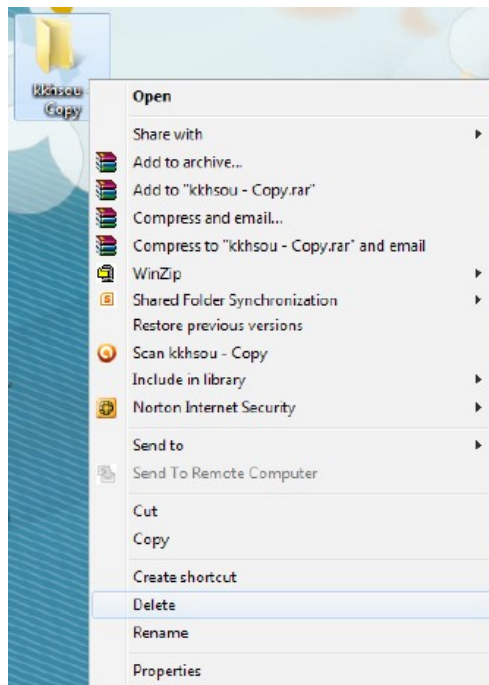
Step 2: Type the new name, and then press **Enter**. If you are prompted for an administrator password or confirmation, type the password or provide confirmation.
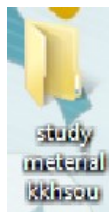
2.5　FILE COMPRESSION AND DECOMPRESSION

Compressed files take up less storage space and can be transferred to other computers more quickly than uncompressed files. You can work with compressed files and

folders in the same way that you work with uncompressed files and folders. Let us discuss how to compress and decompress a file or a folder.

To compress (or zip) a file or folder

Step 1: Locate the file or folder that you want to compress.

Step 2: Right-click the file or folder, point to **Send to**, and then click **Compressed (zipped) folder**.
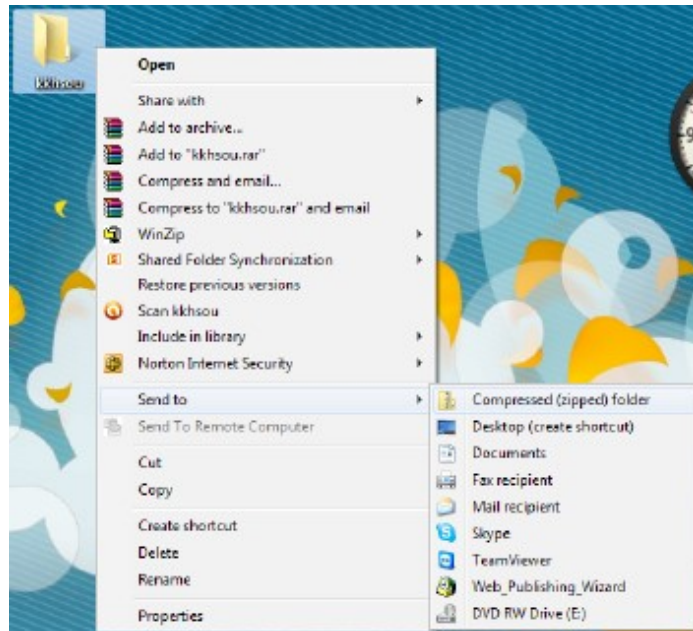
     A new compressed folder is created in the same location. To rename it, right-click the folder, click **Rename**, and then type the new name.

 To extract (or unzip) files or folders from a compressed folder

Step 1: Locate the compressed folder that you want to extract files or folders from.
Step 2: Do one of the following:
       l To extract a single file or folder, double-click the compressed folder to open it. Then, drag the file or folder from the compressed folder to a new location.
       l To extract the entire contents of the compressed folder, right-click the folder, click ***Extract File***, and then follow the instructions.

	Video link :	Scan with QR Code
Introduction to Windows Operating System Part-II	https://www.youtube.com/watch?v=C9mvWIyoUw8	

2.6 WINDOWS ACCESSORIES

Windows accessories include various tools to perform various operations. In Windows 7, to find out the different tools under Windows accessories, follow the steps:

Step 1: Start All Programs Accessories.

Under the **Accessories** option, the tools will be displayed. In the following sub-sections, we have mentioned some of the tools and their uses in brief.
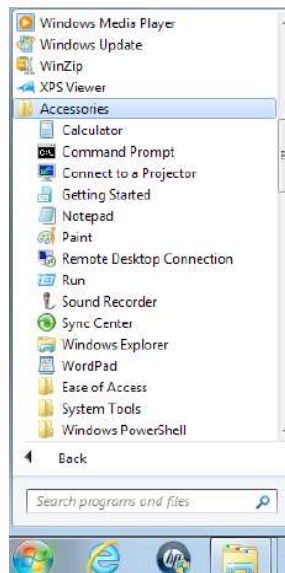
2.6.1 Word Pad

Word Pad is a basic word processor. A word processor enables you to create a document, store it electronically on a disk, display it on a screen, modify it by entering commands and characters from the keyboard, and print it on a printer.
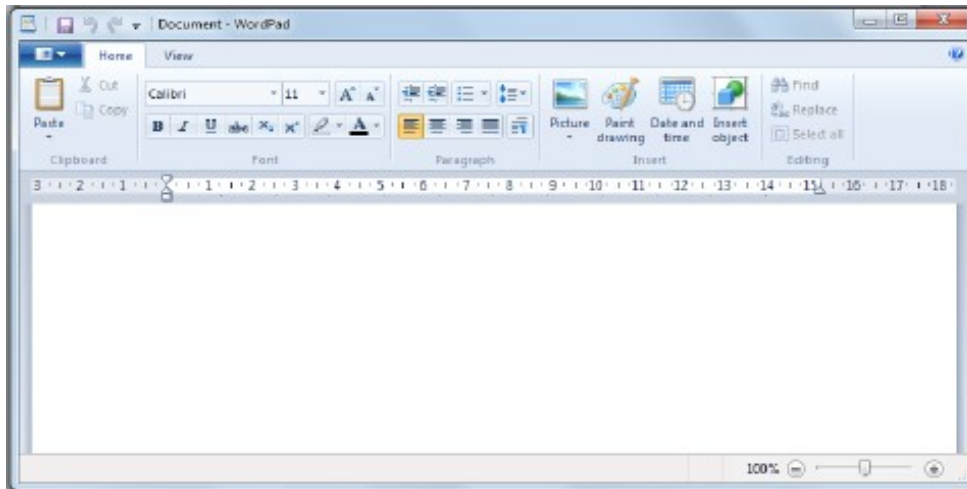
2.6.2 Note Pad

Notepad is a basic text-editing program that you can use to create documents.
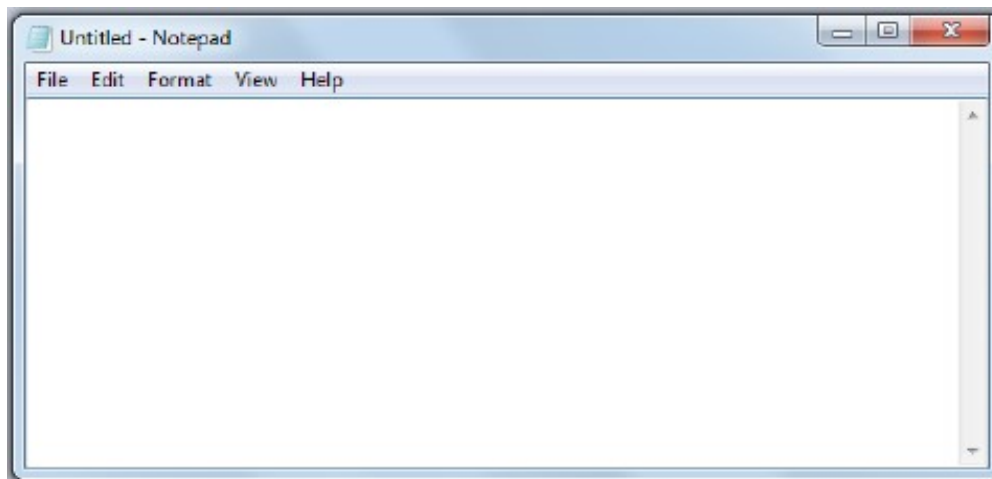
2.6.3 Calculator

You can use Calculator to perform simple calculations such as addition, subtraction, multiplication, and division. You can perform calculations by clicking the calculator buttons,

or you can type calculations by using your keyboard. You can also use the numeric keypad to type numbers and operators by pressing **Num Lock** in the keyboard.

2.6.4 Paint

Paint is a feature in Windows that you can use to draw, color, and edit pictures. You can use Paint like a digital sketchpad to make simple pictures, creative projects, or to add text and designs to other pictures, such as those taken with your digital camera.
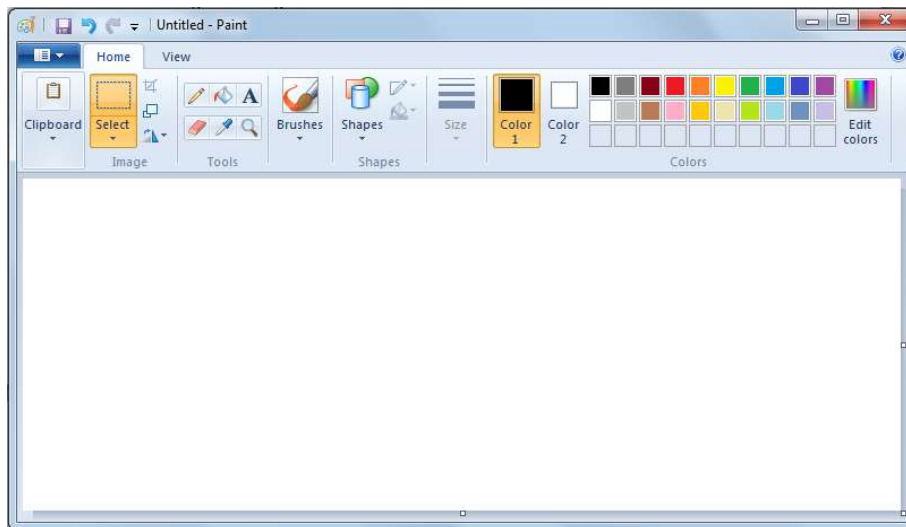
2.6.5 Games

Windows comes with a variety of games to play. There are board games, card games, multiplayer Internet games, and even games for kids.

You will find them all in the Games folder. To start playing, just open the folder and double-click a game icon.

Open the Games folder by clicking the **Start** button. In the search box, type **games**, and then, in the list of results, click **Games Explorer**.

2.6.6 Help

Get answers to your questions in the Windows forum. You can get help from a support professional by phone, email, or chat.

	Video link :	Scan with QR Code
Introduction to Windows Operating System Part-III	https://www.youtube.com/watch?v=Y-0S3UR4sRM	

2.7 LET US SUM UP

- **Windows** is an operating system. It has **Graphical User Interface**.
- Using **Control Panel,** the configuration settings of windows can be performed.
- **WordPad** is a word processor.
- **Folder** is a location where you can store files.
- When a file/folder is deleted it is stored in **recycle bin**.
- When you empty the **recycle bin**, the files are permanently deleted.
- Permanently deleted files can be restored.

Reference:

Rathbone Andy, "Windows 8 for DUMMIES", Wiley India Private Ltd.

Module III:
WORD PROCESSING PACKAGE

STRUCTURE

3.1   LEARNING OBJECTIVES

After going through this module, you will be able to -

- work with the most commonly used word processor
- Microsoft Word
- create and save Word document
- view an existing Word document
- learn to exit from Word
- identify different components of document window
- arrange and design text as well as paragraph in a document
- copy, cut, and paste selected text/paragraph in a document
- insert header, footer and page number in a document
- include pictures, clip-art and shapes in a document

- create tables in a document
- insert and delete rows/columns in a table
- merge and split cells in a table

3.2   INTRODUCTION

Word Processor is a software package that enables us to create, edit, print and save our documents for future retrieval and reference. With the help of Word we can create various types of documents such as *letters*, *papers*, *brochures*, *faxes* and more.

In this module, you will learn about a most commonly used word processing software, **Microsoft Word** (often called **MS Word** or **Word)** which works in Windows operating system. Microsoft Word was designed by the *Microsoft* company. Microsoft introduced MS Word in *Microsoft Office suite* along with other application programs.

Although, there are different versions of Word like Word 2000, Word 2003 etc., here we will discuss **Word 2010**. Word 2010 is a bit different from the earlier versions, so even if you have used Word before, you should take some time to familiarize yourself with the interface.

3.3   STARTING MICROSOFT WORD

To launch Microsoft Word, we need to have the MS Office suite installed in our machine. The steps are as follows:

- Click on the Windows **Start** button
- Click on **All Programs**
- Click on **Microsoft Office**
- Select **Microsoft Word 2010**

This process is shown in Figure 8.1.
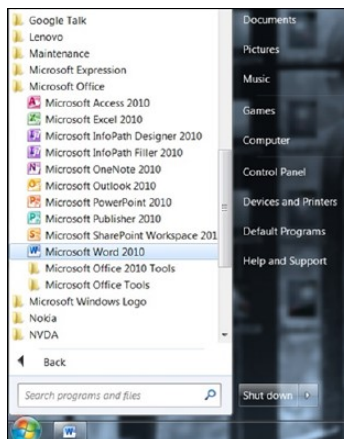
Figure 3.1: Starting MS Word

We may have a shortcut (Figure.3.2) to Word on our desktop, if so we have to double click the icon and Word will open.

Figure 3.2: MS Word 2010 shortcut icon

3.4 COMPONENTS OF MS WORD

When we start MS Word, a blank document will appaer as shown in the following Figure. 3.3. Now let us discuss some basic components of MS Word 2010 and their positions in the document window. Here, we will also be introduced to the **Ribbon**, the **Quick Access Toolbar** and the new **Backstage view**.
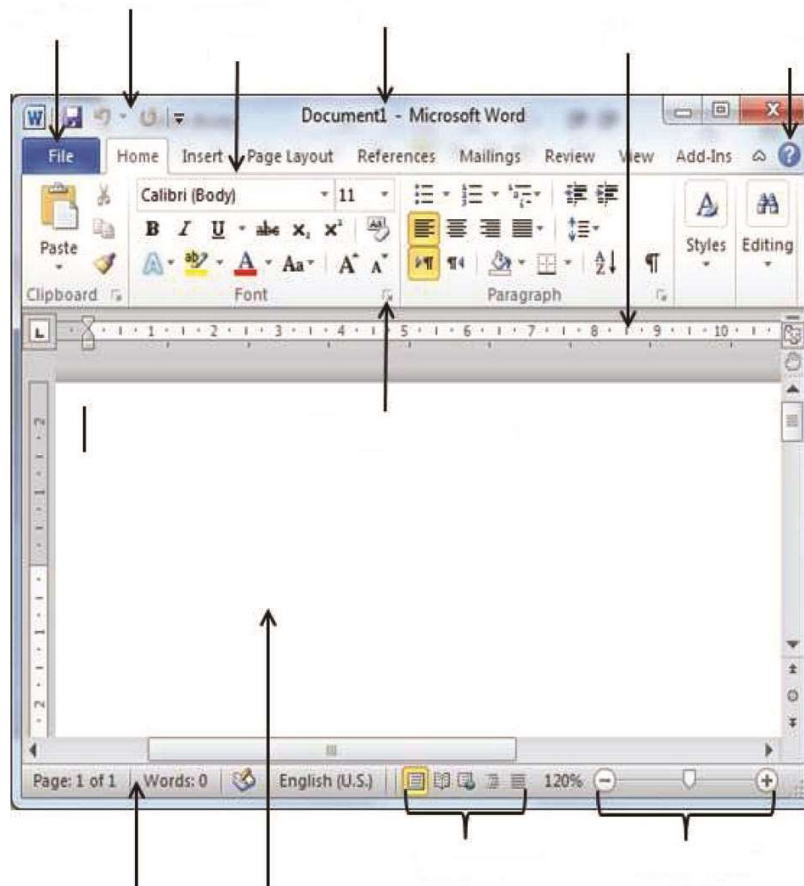

Figure 3.3: MS Word 2010 document window and its components

- **Title bar :** The title bar displays the title/name of the current document that is open.

- **Scroll bar :** The scroll bar allows us to navigate through all the pages of a document.

- **Magnification bar:** The magnification bar allows us to increase or decrease the zoom level of the current document.

- **Document body :** The document body is where we create the document elements like text, graphics, tables etc. by inserting them using the available options.

- **The Ribbon :** The earlier versions of MS Word such as MS Word 2000/2003 consists of some menus. The new, tabbed *Ribbon* system was introduced in Word 2007 and the later versions to replace traditional menus. Understanding the Ribbon is a great way to help understand the changes between Microsoft 2003 to Microsoft 2010.

The Ribbon contains all of the commands that is required to do common tasks. It consists of multiple tabs, each with several groups of commands, and we can add our own tabs that contain our favorite commands. Some groups have an arrow in the bottom-right corner that allows us to click for more options. The Ribbon is shown in the following Figure 3.4.

Figure 3.4: The Ribbon in Word 2010

Generally, the Ribbon consists of the following series of tabs:

File tab

File tab is a very important tab and it consists of Save, Save As, Print, Open, Close, Recent, Print, Exit options.

Home Tab

The Home tab is Microsoft Words standard view. This is the view most widely used and allows us to format text by Font Style, Font Size, Bold, Italic, Underline, Alignment, Numbered List, Bulleted List, Indentation, Spacing and Font Color.

Insert Tab

This tab allows us to insert a variety of items into a document from pictures, clip_art, tables and headers and footers.

Page Layout Tab

This tab has commands to adjust page elements such as *margins*, *orientation*, *inserting columns*, *page backgrounds* etc.

References Tab

This tab has commands to use when creating a Table of Contents and citation page for a paper.

Mailings Tab

This tab allows us to create documents to help when sending out mailings such as printing envelopes, labels and processing mail merges.

Review Tab

The Review Tab is where one can find *Spelling & Grammar* and also the built-in *Thesaurus and Dictionary*. This tab allows us to make any changes to our document due to spelling and grammar issues.

View Tab

This tab allows us to change the view of our document to a different two page document or zoom.

Minimizing the Ribbon

We can minimize the Ribbon if it is taking up too much screen space. For this we have to click the **arrow** in the upper-right corner of the Ribbon as shown in Figure 3.5.

Figure 3.5: Arrow for Minimizing the Ribbon

When the Ribbon is minimized, we can make it reappear by clicking on a tab. However, the Ribbon will disappear again when we are not using it.

Maximizing the Ribbon

To maximize the Ribbon, we have to click the arrow again.

The Backstage View :

　　　　Backstage view gives us various options for opening a file, saving, printing, or sharing our document. It is a full-page view which makes it easier to work with. It is similar to the *File Menu* from earlier versions of Word. To get to Backstage View:

- We click the **File** tab.
- Then we choose an option on the left side of the page (Figure 3.6).

To get back to our document, we just have to click any tab on the Ribbon.
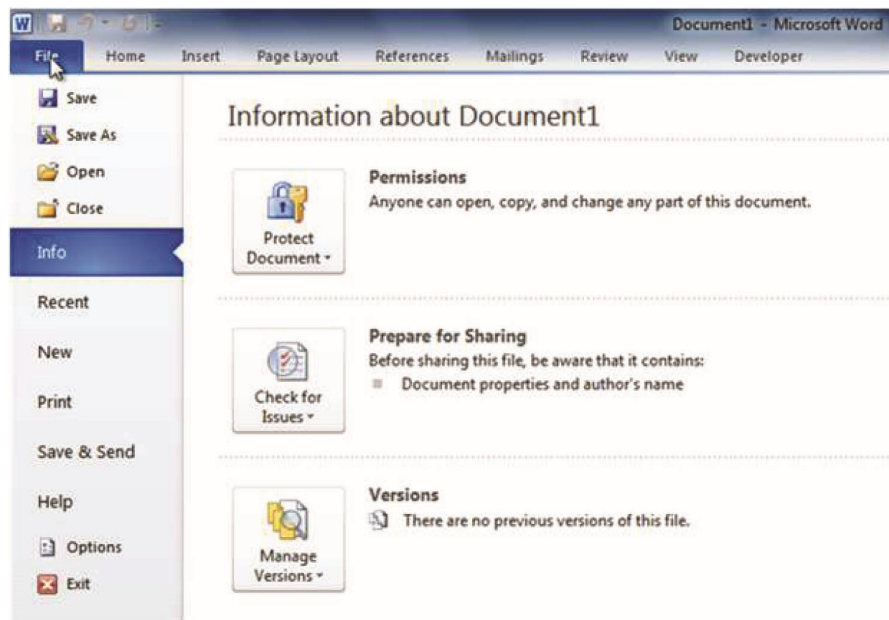
Figure 3.6: The Backstage view

The different things we can do in Backstage view are as follows:

Save, Save As, Open and Close: Save, Save As, Open and Close are available in Backstage view.

Info: Info contains information about the current document. We can also inspect the document and edit the document permissions.

Recent: For convenience, recent documents will appear here.

New: From here, we can create a new, blank document, or we can choose from a large section of templates.

Print: From the Print pane, we can change the print settings and print our document. We can also see a preview of our document.

Save & Send: Save & Send makes it easy to email our document, post it on the web or change the file format.

Help: We can access Microsoft Office Help or check for updates.

Options: Here we can change various Word options. For example, we can control the spelling and grammar check settings, AutoRecover settings, or Language preferences.

The Quick Access Toolbar :

The **Quick Access Toolbar** in Word 2010 is located above the Ribbon i.e., in the top left corner of the document window. It displays a small selection of the more commonly used commands. By default, it shows the **Save**, **Undo**, and **Repeat** commands (Figure 3.7)

Figure 3.7: The Quick Access toolbar

We can add other commands to make it more convenient for us. To add commands to the Quick Access Toolbar, we have to :

l   Click the drop-down arrow to the right of the **Quick Access Toolbar**.

l   Then we select the command we wish to add from the drop-down menu (Figure 3.8). It will appear in the Quick Access toolbar.
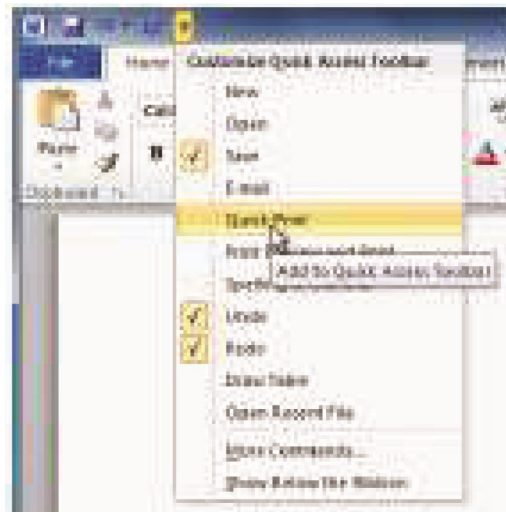
Figure 3.8: Drop-down menu in Quick Access Toolbar
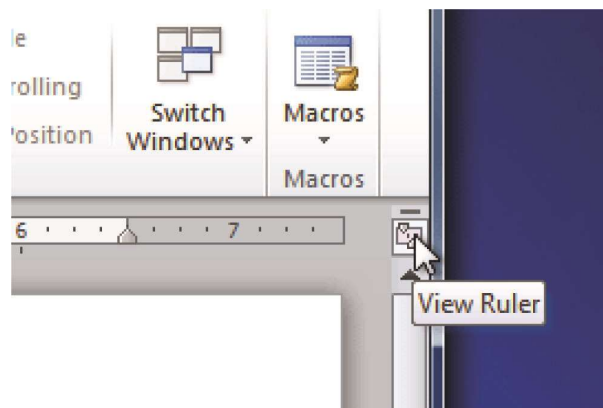
The Ruler :

The Ruler is located at the top and to the left of our document(Figure.1.9). It makes it easier to adjust our document with precision. If the **Ruler** is not visible in the open document, then we can click on the **View** tab in the **Ribbon** and then check **Ruler** in the **Show** group. The Ruler will appear as follows:
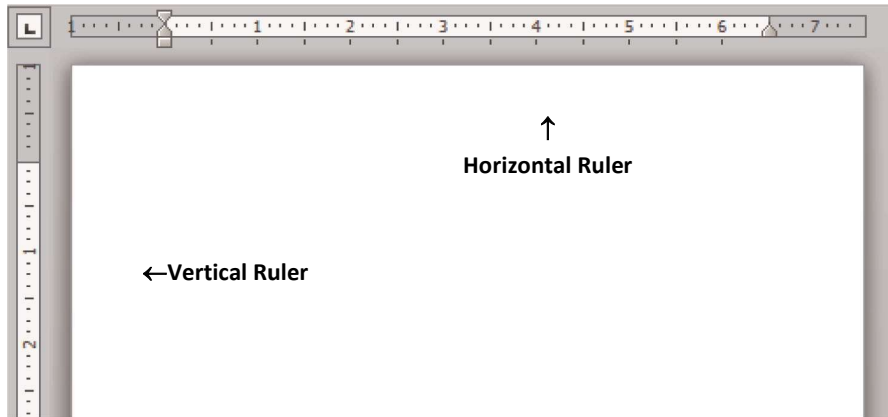
Figure 3.9: The Ruler (Horizontal and Vertical)

Another way to **Hide** or **View** the Ruler is as follows:

- We click the **View Ruler** icon over the scrollbar to hide the ruler.

- To show the ruler, we click the **View Ruler** icon again(Figure 8.10).

Figure 3.10: Hiding and viewing the Ruler

Word Processing Package Part-I	Video link : https://www.youtube.com/watch?v=EiTdRIsFmgg	Scan with QR Code

3.5 CREATING A NEW DOCUMENT

Word files are called *documents*. Whenever we start a new task in Word, we will have to create a new document, which can either be blank or from a template. Let us look at the steps needed to create a document.

<u>Using File tab</u>
- We click the **File** tab and then click **New**
- Under **Available Templates**, we click **Blank document**
- Then we click **Create**

<u>Using Templates</u>

In case we want to create a specific type of document, such as a *Resumes Brochures*, *Business cards*, *Forms*, *Fax etc.*, we can save time by starting with a specific template. Word 2010 allows us to apply built-in templates from a wide selection of popular Word templates. To find and apply a template in Word, we have to do the following:

1. On the **File** tab, we click **New**

2. Under **Available Templates**, we do one of the following:
- To use one of the built-in templates, we click **Sample templates.** Then we click the template that we want, and then click **Create**.
- To reuse a template that we have recently used, we click **Recent templates.** Then we click the template that we want, and then click **Create**.
- To find a template on Office.com, under **Office.com Templates**, we click the template category that we want, click the template that we want, and then click **Download** to download the template from Office.com to our computer.

3. Once we have selected our template, we can modify it in any way to create the document we want.

| Word Processing Package Part-II	**Video link :** https://www.youtube.com/watch?v=5Ld_ye5BANI	**Scan with QR Code**

3.6   SAVING A DOCUMENT

Whenever we create a new document in Word, we will need to know how to save it in order to access and edit it later. Word allows us to save our documents in a number of ways.

Using *Save* option : It is a good practice to save our document before typing. Following are the steps to do this,
- We click the **File** Tab
- Then we select **Save**.
- The **Save As dialog box** will appear (Figure 3.11). We select the location where we wish to save the document.
- We enter a name for the document and then click **Save**.
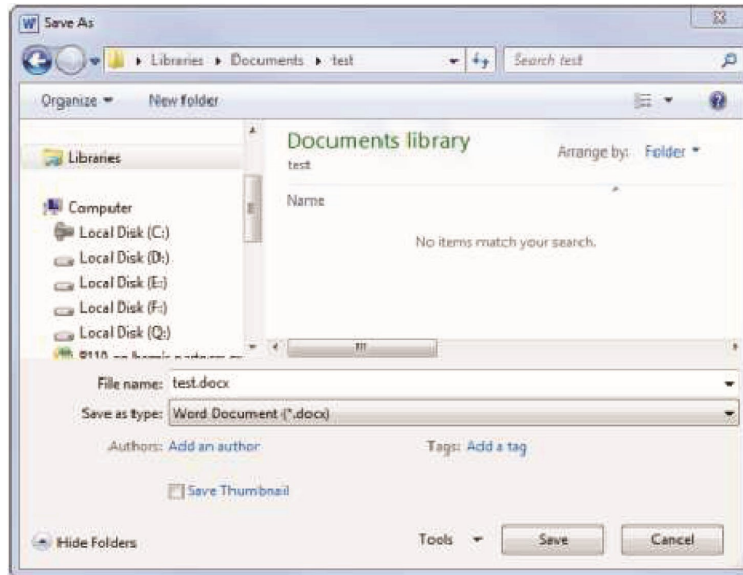
Figure 3.11:Save As dialog box

In the Figure 3.11, the name given to the file is *test.docx* and it is saved inside *Document library.* By default, the name of the first document in MS Word is *Document1*.

We can begin typing in our blank document after saving the document at the beginning. However, we should periodically save our document to keep it protected against a computer freeze or a power outage. The steps are as follows:

- We click the **Save** icon on the **Quick Access Toolbar,** or we press **CTRL+S** (Figure 3.12)

- The document will be saved in its current location with the same file name.
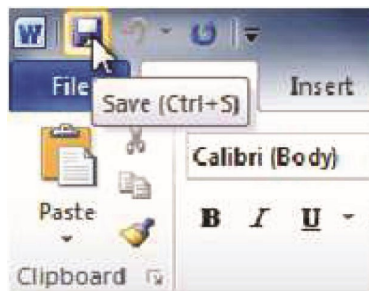
Figure 3.12: Saving a document using Save icon

Using *Save As* option:

If we like to retain the original document and also save the revised version or save it as some other name, then the **Save As** option should be selected from the *File tab.* Then enter a new filename in the **File name box** and click on the **Save** button.

When we save a document in *MS Word 2003* and earlier versions, then it takes the *.doc* as extension name. The document saved in MS Word 2007/2010 takes the extension name as *.docx*

	Video link :	Scan with QR Code
Word Processing Package Part-III	https://www.youtube.com/watch?v=kPnPLRGmslw	

3.7 OPENING AN EXISTING DOCUMENT

We can open an existing MS Word document in a number of ways. One method is as follows:

- We click the **File** tab, and then click **Open**. The **Open dialog box** will appear as in Figure 3.12. We can also press **CTRL+O** for opening the dialog box.
- In the left pane of the Open dialog box, we click the drive or folder that contains the document.
- In the right pane of the Open dialog box, open the folder that contains the document that we want.
- Click the document and then click **Open** button.
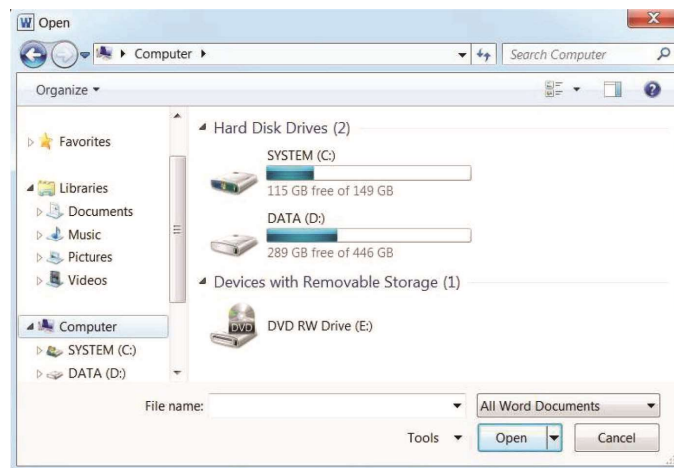
Figure 3.12: The Open dialog box

An alternative method for opening an existing document is that:

- We browse through out our machine for the particular document

- Then we select the file name of the document and press **Enter** or **double-click** it.

	Video link :	Scan with QR Code
Word Processing Package Part-IV	https://www.youtube.com/watch?v=wV8LFlHsp1Y	

## 3.8   WORKING WITH TEXT

Microsoft Word allows us to create documents containing text, graphics, pictures, etc. Text forms the basic part of any Word document, which we insert simply by typing, and then choose the text properties. Selecting properties means formatting the text according to our preferences like size, color, type, and various other formatting options available in MS Word. Working with text in a MS Word document means inserting, manipulating and modifying text in a document according to our preferences. We change the various properties of text by selecting the text and manipulate the Font properties. The steps are as follows:

1.   First we select the text that we want to format.

2.   From the **Font** group as shown in Figure 3.13 under the **Home** tabs, we may select the options for **Face**, **Size**, **Bold**, **Italic**, **Underline**, **Strikethrough**, **Subscript**, **Superscript**, **Grow** and **Shrink** size, **Change case** etc.

Or,

We right-click the selected text and choose **Font** which opens the **Font** dialog box of Figure 3.14 below, and then we change the individual values.
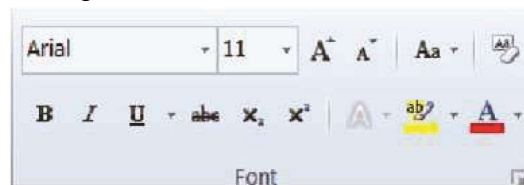
Figure 3.13: The Font group
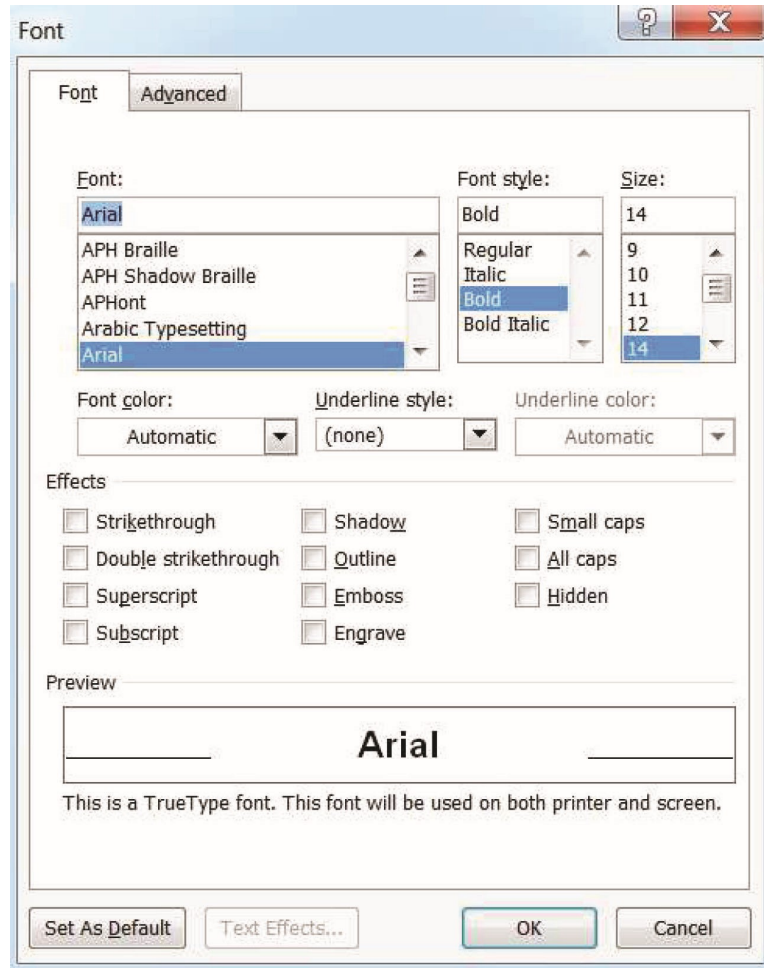
Figure 3.14: The Font dialog box

To capitalize, we have to hold down the **Shift** key while typing the letter. We do not need to press *Enter* key to start a new line; Word automatically wraps at the end of the line. To start a new paragraph, we have to press **Enter** key.

Erasing Text:

Using the Backspace Key*:* The **Backspace** key erases text before the *cursor* position.

Using the Delete Key: The **Delete** key erases text after the *cursor* position.

Highlighting Text :

Highlighting by Using Arrow Keys : For this, we have to :

1. place the *cursor* before or after the text we wish to *highlight* and *click* the left mouse button.

2. press the appropriate *arrow* key (*left arrow* to move to the left or *right arrow* to move to the right) until the text is *highlighted*. We can use the *up* or *down arrow key* to *highlight* one line at a time.

Highlighting by Using the Mouse : For this, we have to :

1. place the *cursor* before or after the text we wish to *highlight*.

2. hold down the left mouse button.

| Word Processing Package Part-V	**Video link :** https://www.youtube.com/watch?v=m9TSPn5T95c	**Scan with QR Code**

3.9   WORKING WITH PARAGRAPH

We can change the various properties of paragraph by selecting the paragraph and manipulating the paragraph properties. When we are formatting a paragraph, we do not need to highlight the entire paragraph. Placing the cursor anywhere in the paragraph enables us to format a paragraph. To highlight(select) more than one paragraph, we click at the beginning of the first paragraph and drag the mouse over the text. To apply changes to the entire document, we have to select all by hitting **Ctrl + A**.

To format a paragraph we can do the following steps:

1. Firstly we select the paragraph that we want to manipulate.

2. Then we expand the **Paragraph** section of the **Home** tab (Figure 3.15)   from where we select the various paragraph formatting options.

   Or,   We can right-click the selected paragraph and select **Paragraph** to open the **Paragraph dialog box** of Figure 3.16 below. In the Paragraph dialog box, we arrange the paragraph according to our need.
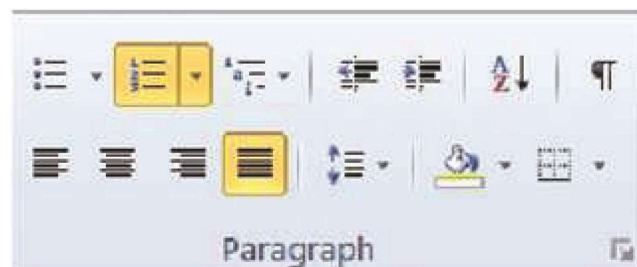
Figure 3.15: The Paragraph group
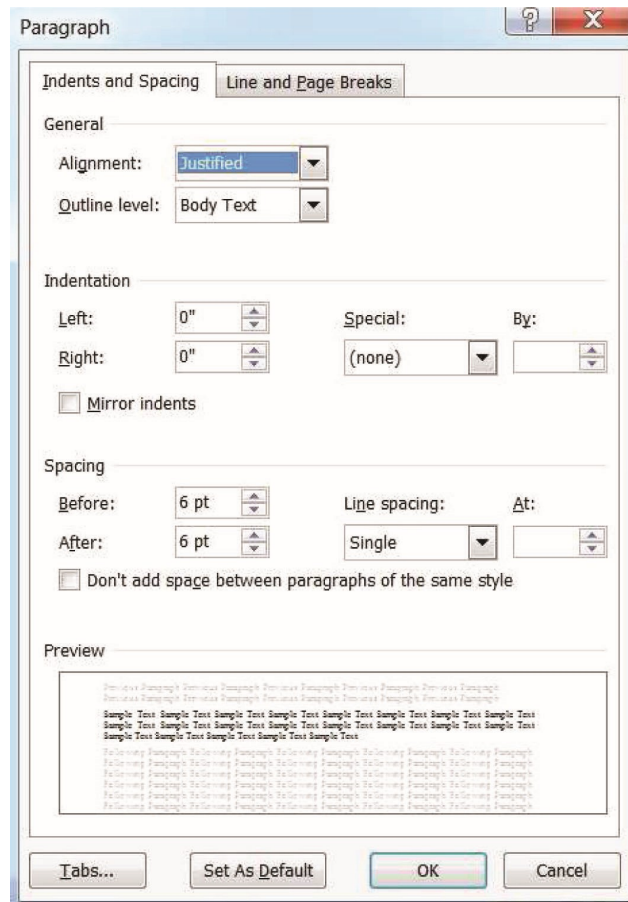
Figure 3.16: The Paragraph dialogue box

Alignment of Text in Paragraph:

Alignment is a way of organizing the text. It refers to the position of the text relative to margins. The *Alignment* option allows us to choose how we want our paragraph to look (i.e., justified, right, center, or left). The default alignment in MS Word is *left alignment*. The following screenshot(Figure 3.17) shows all the alignement options.

LEFT ALIGNED

A computer is made up of multiple physical components of **computer hardware**, upon which can be installed a system software called an **operating system**, and a multitude of software applications to perform the operator's desired functions.

RIGHT ALIGNED

Computer software, or just software, is a collection of computer programs and related data that provide the instructions for telling a computer what to do and how to do it. In other words, software is a conceptual entity which is a set of computer programs, procedures, and associated documentation concerned with the operation of a data processing system.

CENTER ALIGNED

We can also say software refers to one or more computer programs and data held in the storage of the computer for some purposes. In other words software is a set of programs, procedures, algorithms and its documentation.

JUSTIFIED

Program software performs the function of the program it implements, either by directly providing instructions to the computer hardware or by serving as input to another piece of software. A computer is made up of multiple physical components of **computer hardware**, upon which can be installed a system

Figure 3.17: Left, Right, Centre and Justified allignment of paragraphs

Line Spacing:

Spacing is used to design our document and make it more readable. The Line Spacing option allows us to set the desired amount of space between lines within a paragraph. The default setting of spacing is single.

Indenting Text:

Indents are added to margins thereby increasing the white space and decreasing the text area for specific paragraphs. The ***Indentation*** option allows us to push the line in our paragraph either left or right.

3.10 CUT, COPY AND PASTE

We can use the **Cut**, **Copy** and **Paste** features of Word to change the order of sections within our document, to move sections from other documents into new documents and to save our time of retyping repetitive sections in a document.

- **Cut** will actually remove the selection from the original location and allow it to be placed somewhere else.
- **Copy** allows us to leave the original selection where it is and insert a copy elsewhere.
- **Paste** is used to insert whatever has been cut or copied.

When we cut a text, it is stored on the Clipboard. When we copy text, it is also stored on the Clipboard. Information stored on the Clipboard stays there until new information is either cut or copied. Each time we execute Cut or Copy, we replace the old information on the Clipboard with whatever we just cut or copied.

Performing the Cut, Copy and Paste operations on any document-element like text, paragraph, image etc. involves the following steps:

1. First we have to select the source object that we want to **Cut** or **Copy**.
2. To **Copy** we press **CTRL+C** and to **Cut** we press **CTRL+X**. We go to the destination and press **CTRL+V** to **paste** the element.

Or,

From the **Clipboard** group as in Figure 3.18 under the **Home** tabs we select the options we want.
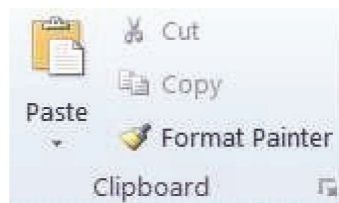
Figure 3.18: The Clipboard group

3.11 BULLETED AND NUMBERED LISTS

Bullets and numbers highlight the portion of a text we want to highlight. We can use bullets and numbers to highlight the important contents of our document and to make it easy to read.

Steps to insert Bulleted or Numbered List :

- We click on the area where we would like our list to appear or highlight the text we would like to be in a list.
- Then we go to the **Home** tab, in the **Paragraph** group and click **Bullets** or **Numbering** (Figure 3.19)
- A bullet(s) or number(s) will be inserted.

Figure 3.19: Bullets and Numbering

Steps for selecting Bullets or Numbering style :

- We select the items that we want to add bullets or numbering to.
- On the **Home** tab, in the **Paragraph** group, we click the arrow next to the **Bullets** or **Numbering** command (Figure 3.20)
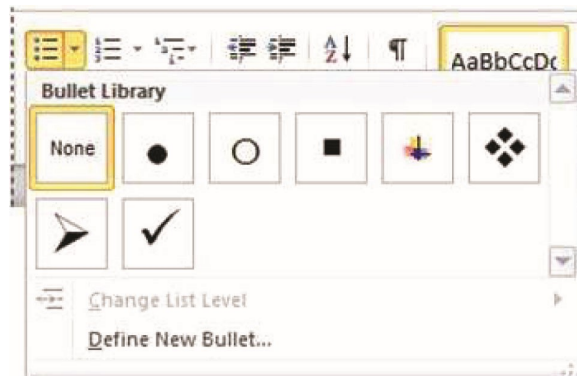- We select the bullet or number format we would like to insert.

Figure 3.20: Bullet style

3.12 HEADERS, FOOTERS AND PAGE NUMBERS

Headers and Footers can be used to give a uniform look to the pages of our document. The steps for adding header, footer and page number are given below.

Adding Header and Footer :

* On the **Insert** tab, in the **Header & Footer** group, we click **Header** or **Footer.**

* Then we click the header or footer that we want to add to our document and header or footer area will open.

* We type text in the header or footer area.

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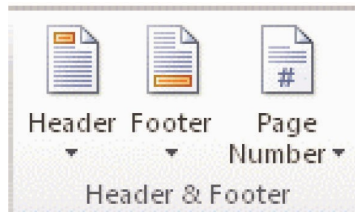

Figure 3.21: Header and Footer

Adding Page Numbers :

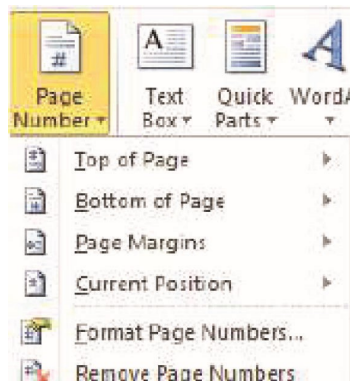We can add page number on each page of our document with the following steps:

Figure 3.22: Page number format

On the **Insert** tab, in the **Header & Footer** group, we click **Page Number.**

* Then we click the page number location that we want.

* In the gallery, we scroll through the options, and then click the page number format that we want.

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

Removing page numbers, headers, and footers :

* We click on the Header, Footer or Page Number Command.

- A drop-down menu will appear.
- Then we click **Remove** at the bottom of the menu.

3.13 PAGE SETUP

The ***Page Setup*** option of a MS Word document allows us to change some document related features like *Margin, Orientation, paper size,* and other properties. *Margins* are the page margins in a document that define the amount of blank space that needs to be left from the top, bottom, left and right of a page. *Orientation* defines the document's layout, and *Paper size* is the size of the paper to be used. The *Column* option defines as to how many columns the current document-pages will be divided into.

To arrange our document in a specific format, we have to specify the features like margin, orientation, size of the paper, orientation etc. in the **Page Setup dialog box**. The **Page Setup dialog box** of Figure 3.24 can be obtained by clicking on the **Arrow** in the **Page Setup group** of Figure 3.23 under the **Page Layout** tabs.
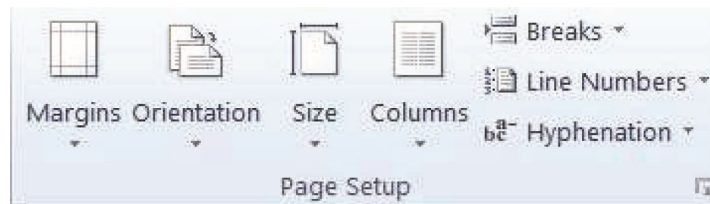
Figure 3.23: Page Setup group
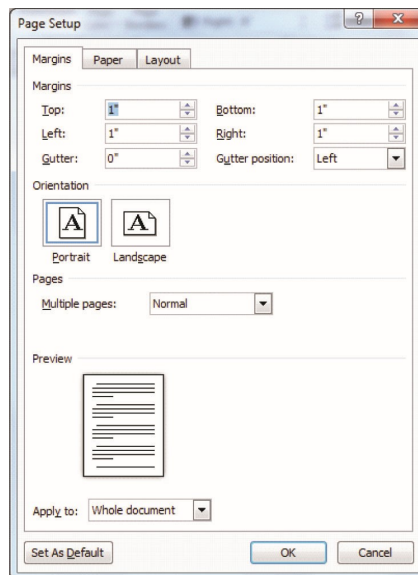
Figure 3.24: Page Setup dialog box
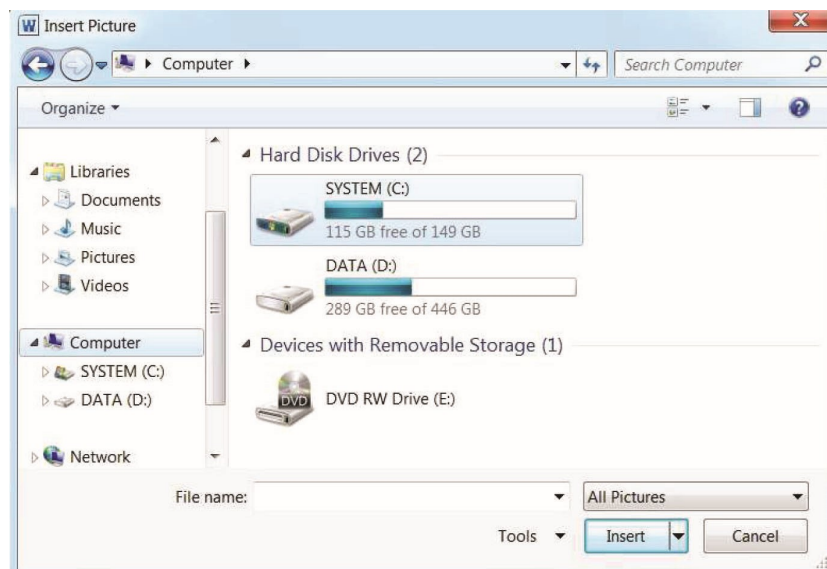
3.14 INSERTING PICTURES

We sometimes need to add pictures to our MS Word document to add more descriptive details to the textual representation. Hence, we need to know how to insert a picture in any MS Word document. Following are the steps to insert a picture into a document:

- Under the **Insert** tab, in the **Illustrations** group as in Figure.25 we click the **Picture** icon.

Figure 3.25: The illustrations group

- This opens the **Insert Picture** dialogue box of Figure 3.26 below.
- We browse through to the picture we want to insert, then select it and click **Insert**.

Figure 3.26: The Insert Picture dialog box

Microsoft Word comes with a **Clip Art Gallery** (Figure 3.25) that contains a large variety of images including pictures, borders, and backgrounds. We can also add a picture from the Clip Art Gallery.

To insert Clip Art :

- We go to **Insert** Tab and then select **Clip Art**.

- A new toolbar will appear on the left, where we can search or browse by clicking "**Go**".

- Then we select the desired picture in the *Clip Art Gallery*. The picture will be inserted at the location of the cursor of our document.

If we need to modify our Clip Art, we click on it once to select it. Small boxes will appear around the corners. Once the Clip Art is selected, we can resize our picture by clicking and dragging on the boxes.

To delete Clip Art :

- we select the picture by clicking on it until the black boxes appear

- click **Delete**.

To insert Shapes:

We can add shape to our document or combine multiple shapes to make a drawing. For this we can do the following:

- On the **Insert** tab, in the **Illustrations** group, we click **Shapes** (Figure 3.25).

- A drop down menu will appear (Figure 3.27), we click the shape that we want.

- Then we click anywhere in the document, and then drag to place the shape.
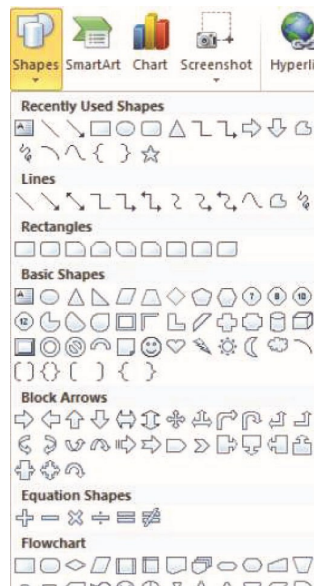
Figure 3.27: Drop-down menu for Shapes

Flowcharts are used to create diagrams in MS Word. Word 2010 has a new feature called *Smart Art* that allows you to insert all types of Flowcharts.

To insert Smart Art,

- We go to **Insert** Tab

- Then we click **Smart Art** in the **Illustrations** group A dialogue box will open with basic choices.
- In the **Choose a Smart Art Graphic** dialog box (Figure 3.28), we click the type and layout that we want.
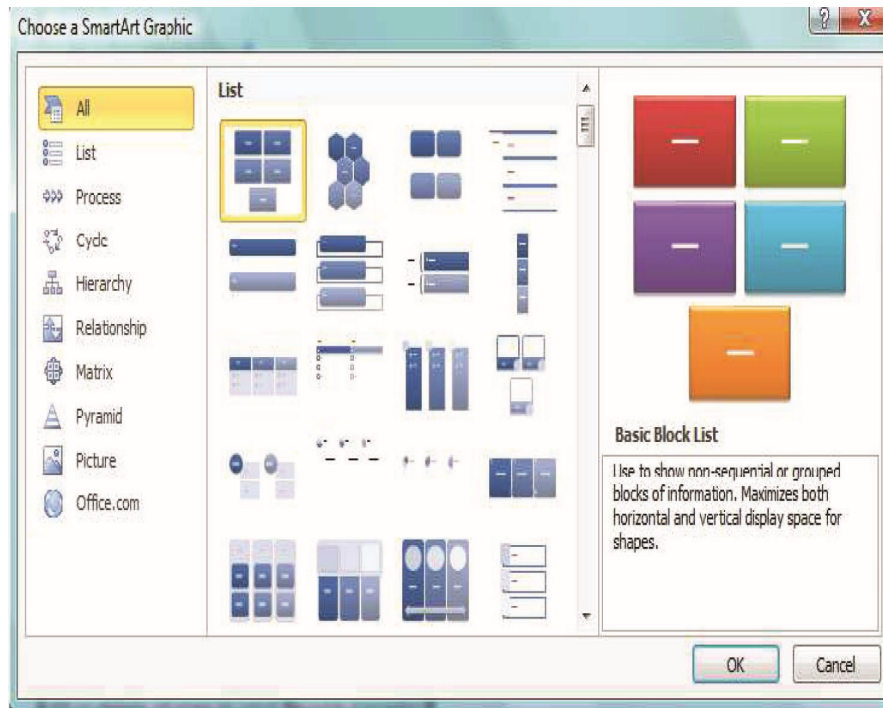
Figure 3.28: Choose a SmartArt Graphic dialog box

3.15 CREATING TABLES

Tables in MS Word allow us to organize data in a tabular manner arranged in rows and columns. When there is numerical or statistical data in our document, organizing them into rows and columns allows us to view, compare and define their inter-relationship more clearly.

To create a table:

1. We select **Tables** from the **Tables group** under the **Insert** tabs as shown in Figure 3.29 below.

2. This expands the **Insert Table** drop-down menu giving us a number of options.
   - We may hover the mouse over the small squares representing the cells of a table. As we hover, the table is displayed in the background and gets created once we click.
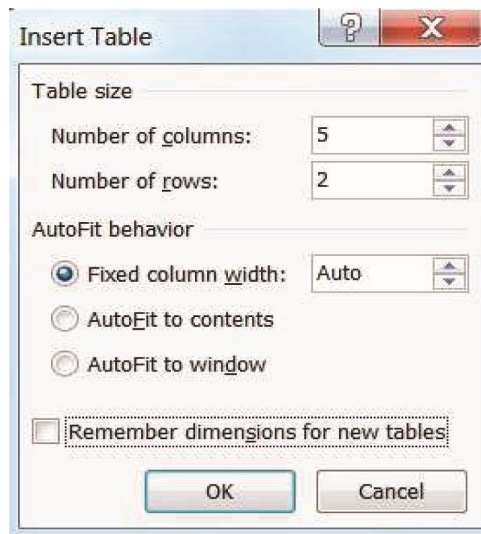
Or

- Clicking the **Insert Table** option, the dialog box of Figure 3.30 will appear, which allows us to select the table properties.

<div align="center">

Or,

</div>

- The **Draw Table** option allows us to draw a table using the mouse.
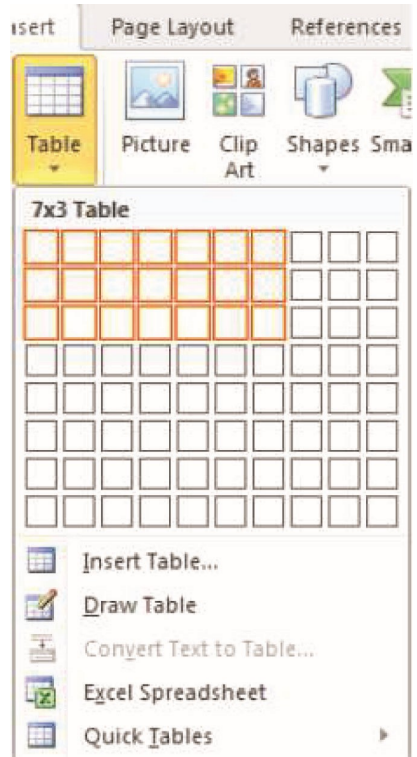
Figure 3.29: The Insert Table drop-down menu

Figure 3.30: The Insert Table dialog box

3.15.1 Adding Rows and Columns

Adding rows in a table:

We click in a cell that is located just below or above where we want to add a row. Under **Table Tools**, on the **Layout** tab (Figure.3.31), we can do one of the following:

- To add a row just above the cell that we clicked in, in the **Rows and Columns** group, we click **Insert Above**.
- To add a row just below the cell that we clicked in, in the **Rows and Columns** group, we click **Insert Below.**
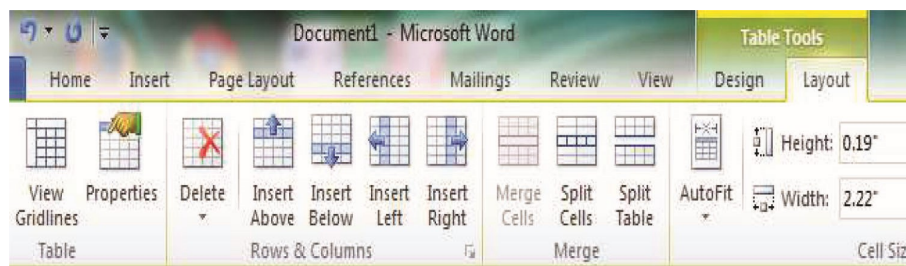

Figure 3.31: Table Tools and Layout tab

Adding columns in a table :

We click in a cell that is located just to the right or left of where we want to add a column. Under **Table Tools**, on the **Layout** tab, (Figure 3.31) we do one of the following:

- To add a column just to the left of the cell that we clicked in, in the **Rows and Columns** group, we click **Insert Left**
- To add a column just to the right of the cell that we clicked in, in the **Rows and Columns group**, we click **Insert Right**.

3.15.2 Merging and Splitting of Cells

Merging of cells:

MS Word gives us the facility to combine two or more cells in the same row or column into a single cell. For example, we can merge two cells horizontally to create a table heading that spans several columns. For this.

- we click in one of the cells we want to merge.
- under **Table Tools** on the **Layout tab** (Figure 3.31), in the **Merge** group, we select the option we want. We can choose to merge the cell we have clicked with the cell above it, below it, or to the left or right of it.

Splitting of cell:

In MS Word we can divide a cell horizontally or vertically by selecting Split Cells option. For this:

- We have to click in the cell that we want to split.

- Then we click **Split Cells** under the **Merge** group (Figure 3.31).

- We specify number of columns and rows in the **Split Cells dialog box** and click **OK** button.

3.16 EXITING MS WORD

Before we exit from Word, it is a good idea to save our document once again for the final time. We can exit from MS Word simply by clicking the **Close** button or pressing **Alt+F4** or by selecting the **Exit** option from the **File** tab (Figure 3.6).

3.17 LET US SUM UP

- *Microsoft Word* (or *MS Word*, or simply *Word*) is a popular **Word   processing application** software.

- The *document body* of a MS Word document is where we create the document elements.

- The *ribbon* holds all of the information in a more visual stream line manner through a series of *tabs* that include an immense variety of program features.

- The properties of a text/paragraph in a MS Word document can be changed by *selecting* the text/paragraph and *manipulating* the text/ paragraph properties.

- *Header* is a special text that appears at the top of the page, which is often used for repeating the title of a document from a page to another page. *Page numbe*r and pictures can also be entered as header in a document.

- *Footer* is often used for the same purpose but at the bottom of a document.

- The *Page Setup* option of a MS Word document allows us to change some document related features like Margin, Orientation, paper size, etc.

- MS Word provides us the facility to add *pictures* and *graphics* into our document to make the document more attractive.

- *Tables* in MS Word allow us to organize data in a tabular fashion arranged in *rows* and *columns*. After creating a table, additional rows and columns can be inserted at any position in the table.

- The size of a table can be reduced by deleting row(s) or column(s) from the table.

- In a table, the cells can be *merged* to form a single cell and a cell can be *splitted* to form new cells.

References:

1. Wallace Wang, Microsoft Office 2010 for Dummies, Wiley publisher
2. Steve Schwartz, Microsoft Office 2010 for Windows : Visual Quick Start Guide, Pearson.
3. Rutkosky S., "Microsoft Office 2007", BPB Publication.

Module IV:
SPREADSHEET PACKAGE

STRUCTURE

4.1   LEARNING OBJECTIVES

After going through this module, you will be able to -

- work with MS Excel, the most popular spreadsheet package
- define Row, Column and Cell in MS Excel
- use cell addressing
- insert and delete Rows and Columns in Excel
- use formulas in a worksheet
- insert charts and display data.

4.2   INTRODUCTION

Microsoft Excel is a spreadsheet application developed by Microsoft for Microsoft Windows and Mac operating system. Microsoft Excel has grid of cells arranged in numbered rows and letter-named columns to organize data manipulations like arithmetic operations. It has a collection of functions to answer statistical, engineering and financial needs. In addition, it can display data as line graphs, histograms and charts, and with a very limited three-dimensional graphical display.

In this module, we will be discussing some of the basic and introductory concepts of Microsoft Excel. Throughout this module, we will be using the Microsoft Office 2010 suite for all the diagrammatic illustrations, examples, and explanation.

4.3 STARTING MS EXCEL

To start using the MS Excel application, we need to have the MS-Office suite installed in our machine.

To start MS Excel, we do the following -

1. We first click on the Windows Start button.

2. Then from the Programs menu we select the Microsoft Office suite.

3. This opens the items included in the suite wherefrom we select Microsoft Excel as shown in Figure 4.1 below.
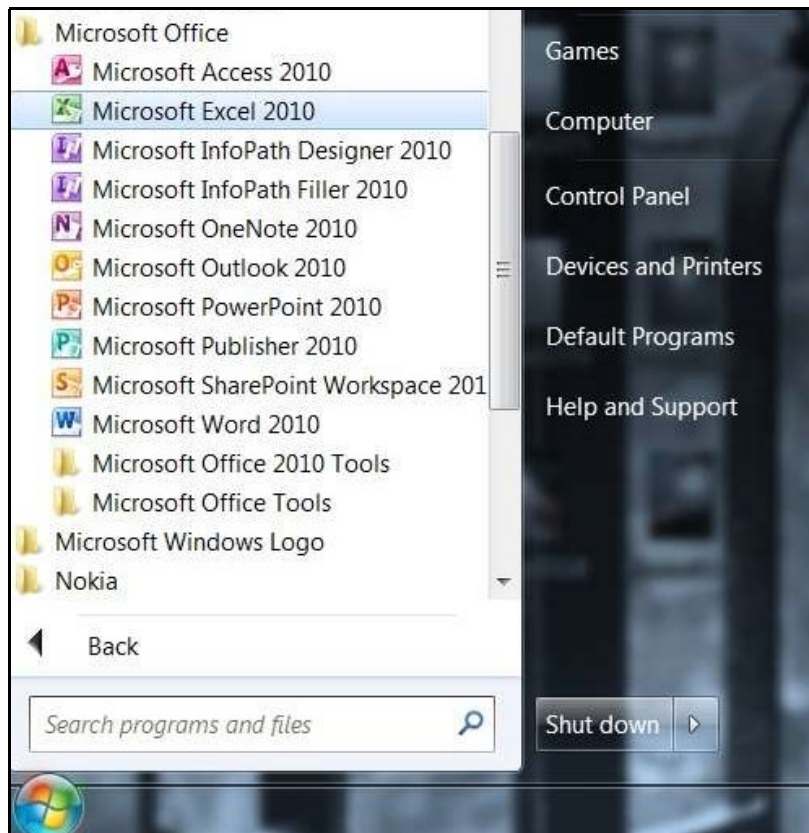

Fig 4.1: Starting MS Excel

4.4 ROW, COLUMN AND CELL

Rows in an Excel sheet are the horizontal lines numbered 1, 2, 3 etc., and Columns are the vertical lines denoted by letters A, B, C, D etc.

Fig 4.2: Rows and Columns in Excel

The Rows and Columns in an Excel Worksheet are in the form of overlapping horizontal and vertical lines respectively that run through an Excel worksheet. The point of intersection of a Row and a Column is known as a Cell, and thus all cells in an Excel worksheet are formed in this manner. We enter mathematical data into these cells and perform some mathematical operations.

4.5   CREATING, SAVING AND CLOSING A WORKBOOK

A Microsoft Excel workbook is a file which contains one or more worksheets that can be used to organize various kinds of related data. To create a new workbook, one can open a blank workbook. A new workbook can be based on an existing workbook, the default workbook template, or any other template.

Creating a workbook -

To create a new, blank workbook we do the following:

1.   We click the **File** tab.

2.   Then we click **New**.

3.   We then double-click Blank Workbook or select a workbook type and click Create.

To quickly create a new, blank workbook, we can also press **CTRL+N.**

To base a new workbook on an existing workbook we do the following:

1.   We click the **File** tab.

2.   Then click **New**.

3.   Under **Templates**, we click **New from Existing.**

4. In the New from Existing Workbook dialog box, we browse to the drive, folder, or Internet location that contains the workbook which we want to open.

5. Then we click the workbook, and then click **Create New**.
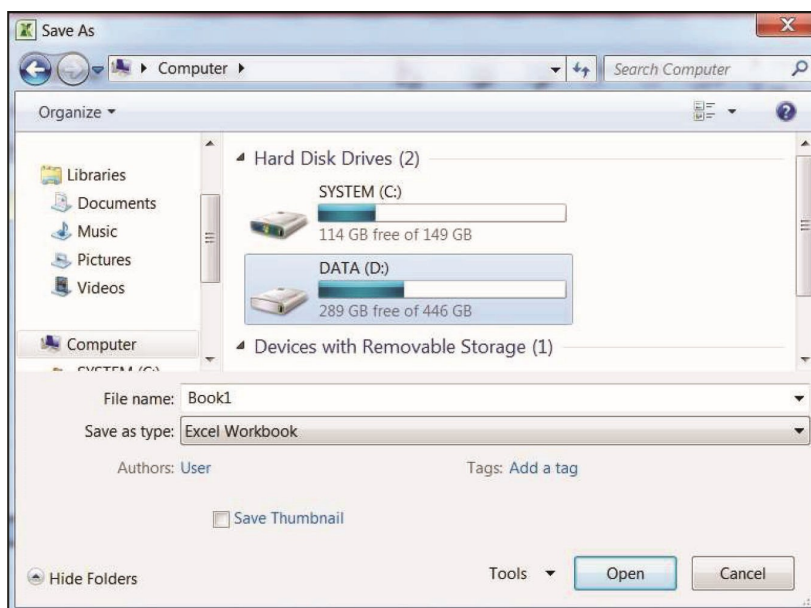
Saving a Workbook -

There are several options in MS Excel that allows us to save a workbook depending on our needs and preferences that define how we plan to use those workbooks in the future.

To save a document for the first time we do the following:

1. On the **Quick Access Toolbar,** we click **Save**, or press **CTRL+S.**

2. We type a name for the document, and then click **Save**.

To save an existing document as a new document, and to prevent overwriting the original document, we do the following:

1. Firstly, we open the document that we want to save as a new file.

2. Then we click the **File** tab.

3. Then we click **Save As** which opens the dialogue box of **Figure 4.3.**

4. We type a name for the document, and then click **Save**, which saves the document in a default location. In order to save the document in a different location, we have to click another folder in the **Save** in list in the **Save** As dialog box.

Fig 4.3: The Save As dialog box

Closing a workbook -

Closing an Excel workbook without exiting MS Excel results in closing the current workbook, but not the entire MS Excel application.

**To close an Excel workbook, we do the following:**

1.   Firstly, we perform any one of the following.
       • We select the File menu and click Close
       • We click the **Close window** button that is located below the **Close** button to quit Excel.

2.   If the workbook has been saved previously, it gets closed. Else we are asked to save the current workbook.

4.6   WORKING WITH CELLS

Working with cells in a MS Excel workbook involves inserting data in the cells, inserting and deleting cells and formatting cells. Among these operations, inserting data is as simple as typing. Formatting a cell involves several operations like choosing and applying a cell style, changing the Cell size, etc.

To insert cells, we do the following:

1.   From the **Cells** group under the **Home** tabs, we click **Insert** and select **Insert Cells** from the drop-down menu.

2.   This opens the dialog box of **Figure 4.4** below.

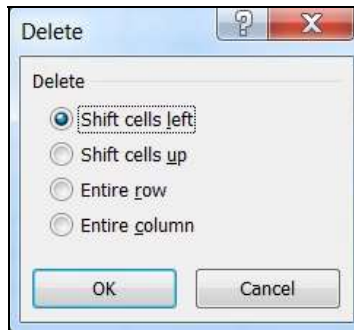3.   We then select any option of the four options and click **OK**.
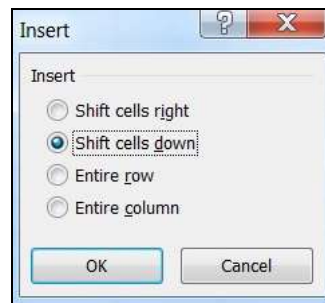
Fig 4.4: The Insert dialog box

To delete cells, we do the following:

1.   From the **Cells** group under the **Home** tabs, we click **Delete** and select **Delete Cells** from the drop-down menu.

2.   This opens the dialog box of **Figure 4.5** below.

3.   We then select any option of the four options and click **OK**.

Fig 4.5: The Delete dialog box

To apply a style to a cell we do the following:

1.   From the **Styles** group under the **Home** tabs we select **Cell Styles**.

2.   From the drop-down list of all the available styles we select the style we want.

To change the size of a Cell we do the following:

1.   From the **Cells** group under the **Home** tabs we click **Format** which opens the drop-down menu of **Figure 4.6** below.

2.   We can change the **Cell Size** by adjusting the **Row Height** and **Column Width** values.
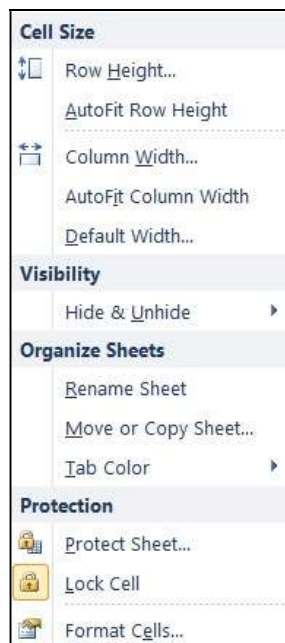
**Fig 4.6: Cell formatting options**

4.7   MERGING CELLS

Merging cells in MS Excel is the process of combining a group of cells into one single cell. This process involves selecting more than one cell and creating a single cell by combining all of the selected cells by using some cell manipulation features in MS Excel.

To merge cells together we do the following:

1.   We first select the cells to be merged.

2.   From the **Alignment** group under the **Home** tabs as shown in **Figure 4.7** we click **Merge and Center** which shows the drop-down menu of **Figure 4.8** below.

3.   The drop-down menu of **Figure 4.8** has four options -

- **Merge and Center** merges the selected cells and center-aligns the contents.
- **Merge Across** merges the selected cells across.
- **Merge Cells** simply merges the cells keeping intact the previous alignment of the content.
- unmerges the merged cells into the original layout.


Fig 4.7: The Alignment group
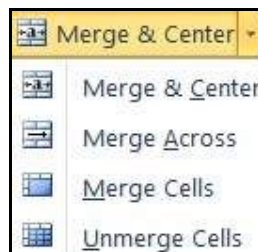
Fig 4.8: The Merge and Center drop-down menu

Cells can also be merged from the Format Cells dialog box by following these steps.

1.   We first select the cells to be merged together.

2.   Then we follow any one of the following steps to open the **Format Cells** dialog box of **Figure 4.9** below -

- We may press **CTRL+1**.
- We right-click on the selected cells and select **Format Cells** from the drop-down menu.
- From the **Format** option in the **Cells** group under the **Home** tabs, we select **Format Cells**.

3. From the **Format Cells** dialog box, we select the checkbox for **Merge cells** under the **Alignment tabs** and press **OK**.
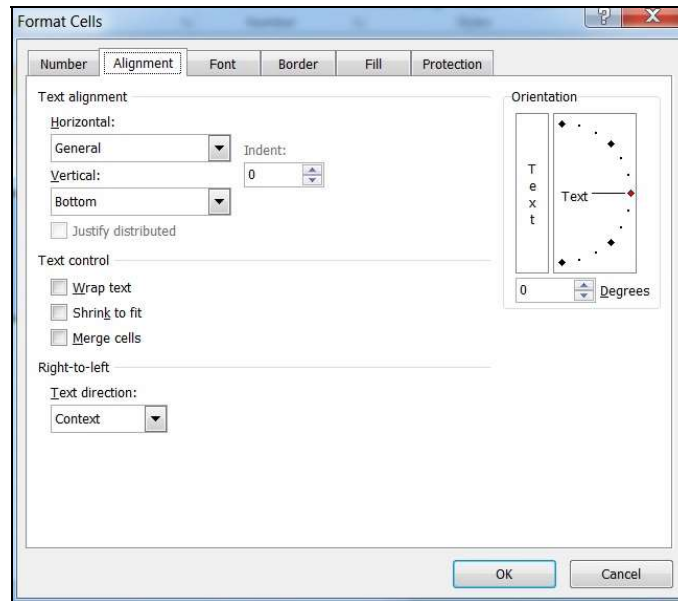
Fig 4.9: The Format Cells dialog box

4.8   INSERTING AND DELETING ROWS AND COLUMNS

Sometimes in an Excel worksheet we may need to insert some additional rows or column or may need to delete them. We can insert rows above a selected row in an Excel worksheet, and columns to the left of a selected column. Likewise we can also delete rows and columns.

To insert Rows/Columns we do the following:

1. We first select the row above which we are to insert a new row, or the column to the left of which we are to insert a new column.
2. Then we click the **Insert** option from the **Cells** group under the Home tabs as shown in **Figure 4.10** below, which displays the **Insert** drop-down menu of **Figure 4.11**.
3. Then we select the option we want according to whether to insert a row or column.
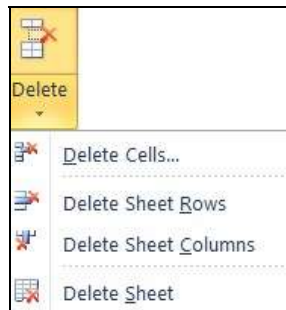

Fig 4.10: The Cells group
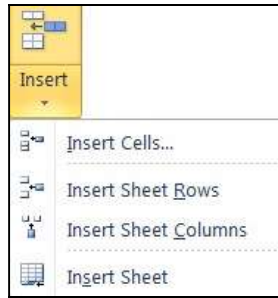
Fig 4.11: The Insert drop-down menu

To delete Rows/Columns we do the following:

1. First we select the Row(s)/Column(s) to be deleted.
2. Then we click the **Delete** option from the **Cells** group under the **Home** tabs as shown in **Figure 4.10** below, which displays the **Delete** drop-down menu of **Figure 4.12** below.
3. Then we select the option we want according to delete either a row or a column.

Fig 4.12: The Delete drop-down menu

	Video link :	Scan with QR Code
Spreadsheet Package Part-I	https://www.youtube.com/watch?v=uvUrYcyCzKQ	

4.9 WORKING WITH FORMULA AND CHARTS

Formulas -

Formulas in MS Excel are equations that can perform calculations, return information, manipulate the contents of other cells, test conditions, etc. The formula always goes in the cell where we want the formula answer to appear.

Cell Reference:

A cell's location in the spreadsheet is referred to as its cell reference which is a combination of the column letter and row number - such as **A1, B3,** or **Z345**. When writing cell references the column letter always comes first. Therefore, to find a cell reference, we simply look at the column headings to find which column the cell is in, and across to find which row it is in.

Creating Formulas:

When creating formulas in Microsoft Excel, we always start by *typing the **equal sign***. The equal sign informs Excel that what follows is part of a formula, and not just a name or a number. We type it in the cell where we want the answer to appear by combining the cell references of our data with the correct mathematical operator.

The mathematical operators used in Excel formulas are similar to the ones used in mathematics. If more than one operator is used in a formula, there is a specific order that Excel will follow to perform these mathematical operations. This order of operations can be changed by adding brackets to the equation.

How to write formulas:

Writing formulas in a proper way gives us the correct result as the answer. When doing so it is best if we first enter all of our data into the spreadsheet before we begin creating formulas.

Example to ADD two numbers:

Suppose we are to add two numbers located in two different cells A1 and A2. We choose the cell A5 as the result cell where the formula result has to be displayed. We follow these steps:

1. We enter the two numbers to be added in cells A1 and A2.
2. Then select cell A5 and write any one of the following
   =SUM(A1,A2)

=(A1+A2)

3. Then as we press **ENTER**, the result of addition of the numbers in cells A1 and A2 is displayed in cell A5.

Note: In case we need to add several numbers located in cells A1 through to A10, we simply need to put a semicolon (:) between the first and the last cell-references as =SUM(A1:A10). However, this method of including a range of numbers to add using a semicolon works only when we use a function name. Here, SUM is a function name.

There are several formulas in Excel which can be used to perform operations that include numerical, statistical, financial, logical, trigonometric, engineering etc. **Figure 4.13** shows a list of formulas that can be accessed from the **Function Library** group under the **Formula** tabs. Clicking on any function type will list drop-down menus showing a collection of the formulas of the chosen type.
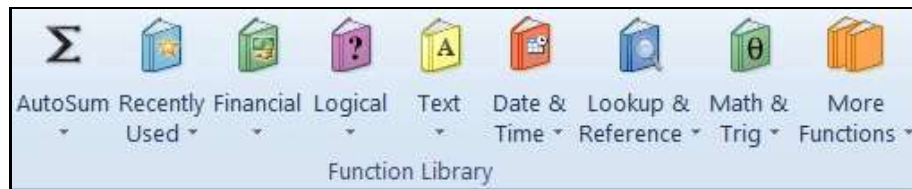

Fig 4.13: The Function Library group

Charts -

Charts are used in Excel to provide graphical representation of numerical data in a way that corresponds to the relationship among the numerical values. When creating a chart or change the type of an existing chart in Microsoft Excel, we can select one of the following chart types.
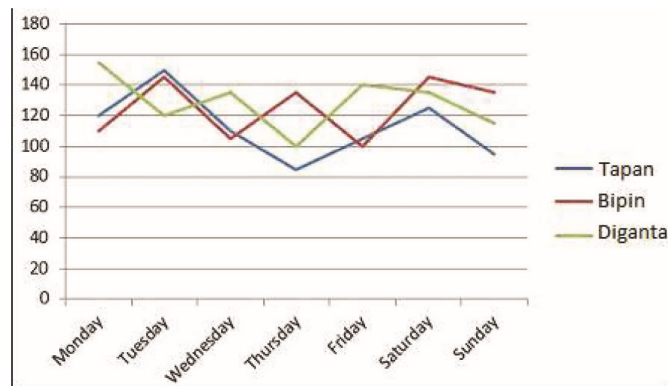
Column charts:

Data that is arranged in columns or rows on a worksheet can be plotted in a column chart. Column charts are useful for showing data changes over a period of time or for illustrating comparisons among items. In column charts, categories are typically organized along the horizontal axis and values along the vertical axis.
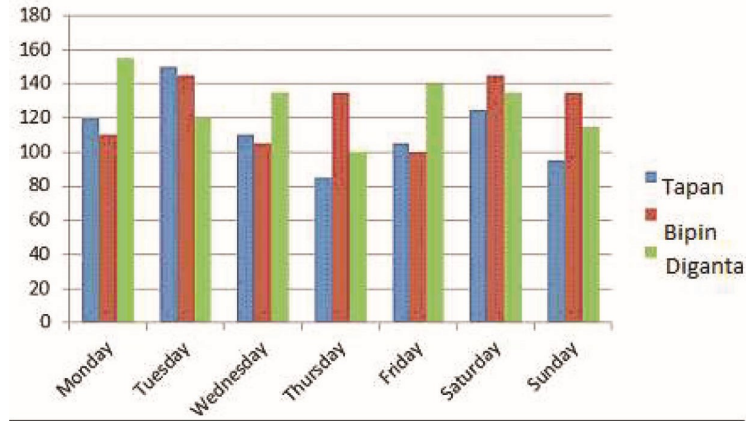
Fig 4.14: A Column chart

Line charts:

Data that is arranged in columns or rows on a worksheet can be plotted in a line chart. Line charts can display continuous data over time, set against a common scale, and are therefore ideal for showing trends in data at equal intervals. In a line chart, category data is distributed evenly along the horizontal axis, and all value data is distributed evenly along the vertical axis.


Fig 4.15: A Line chart

Pie charts:

Data that is arranged in one column or row only on a worksheet can be plotted in a pie chart. Pie charts show the size of items in one data series, proportional to the sum of the items. The data points in a pie chart are displayed as a percentage of the whole pie.

We must consider using a pie chart when:
- There is only one data series to plot.

- None of the values to be plotted are negative.

- Almost none of the values that we want to plot are zero values.

- There are not more than seven categories to be plotted.

- The categories represent parts of the whole pie.
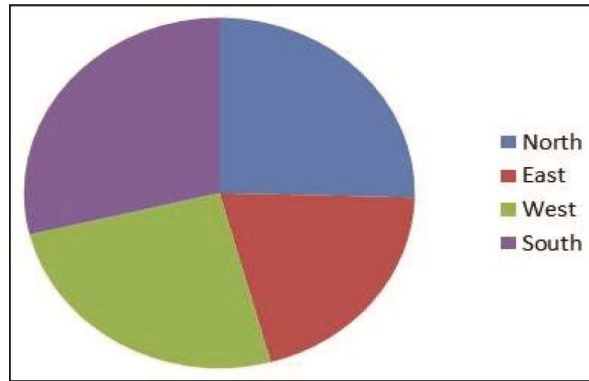
Fig 4.16: A Pie chart

Apart from the above-mentioned chart types there are other chart types as well like Area chart, Scatter charts, Stock charts, Surface charts etc which can be used for other different purposes.

Spreadshee t Package Part-II	**Video link :** https://www.youtube.com/watch?v=Q6PtzhUG5K Q	**Scan with QR Code**

4.10 LET US SUM UP

- Microsoft Excel is a *spreadsheet application* program.

- A Microsoft Excel *workbook* is a file that contains one or more worksheets that can be used to organize various kinds of related data.

- Rows in an Excel sheet are the *horizontal lines* numbered 1, 2, 3, etc., and Columns are the *vertical lines* denoted by letters A, B, C, D etc.

- The point of intersection of a Row and a Column is known as a *Cell*.

- *Merging* cells in MS Excel is the process of combining a group of cells into one single cell.

- We can *insert rows* above a selected row in an Excel worksheet, and *insert columns* to the left of a selected column.
- *Formulas* in MS Excel are equations that can perform calculations.
- When creating formulas in Microsoft Excel, we always start by typing the *equal sign*.
- *Charts* are used in Excel to provide graphical representation of numerical data.

References:

1. Weixel Suzanne, Wempen Faith, Skintik C, "Learning Microsoft Office 2010", Standard Student Edition, Pearson

2. Davis G.H. "Beginning Microsoft Office 2010", Apress publisher.

3. Rutkosky S., "Microsoft Office 2007", BPB Publication.

Module V :
PRESENTATION PACKAGE

STRUCTURE

5.1   LEARNING OBJECTIVES

After going through this module, you will be able to -

- identify the various component of PowerPoint windows

- create a new presentation in PowerPoint

- use various design templates in a presentation

- use animation and Slide transitions

- save, open, run and close a PowerPoint presentation.

5.2   INTRODUCTION

Microsoft Office PowerPoint is a presentation package developed for the Microsoft Windows and Mac operating systems. In Power Point, as in most other presentation software, text, graphics, movies, and other objects can be inserted on individual pages or "slides".

In this module, we will provide a basic introduction to MS PowerPoint and learn some of its useful features. ***Throughout this module we will be using the Microsoft Office 2010 suite for all the diagrammatic illustrations, examples, and explanations.***

5.3   STARTING MS-POWERPOINT

Starting Microsoft PowerPoint involves the same steps followed to open any application belonging to the Microsoft Office suite.

T*o start MS PowerPoint, we do the following:*

1.   We first click on the Windows **Start** button.

2.   Then from the **Programs** menu we select the **Microsoft Office** suite.

3.   This opens the items included in the suite wherefrom we select **Microsoft PowerPoint** as shown in **Figure 5.1** below.
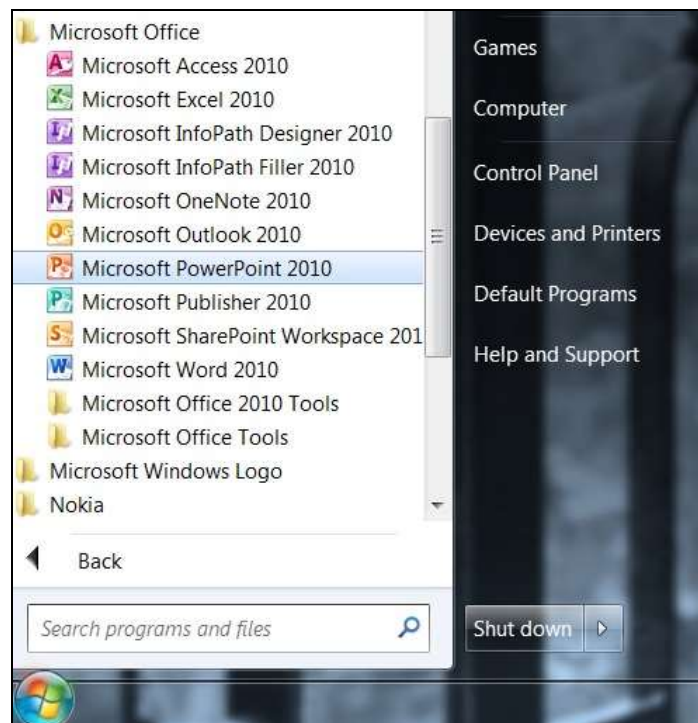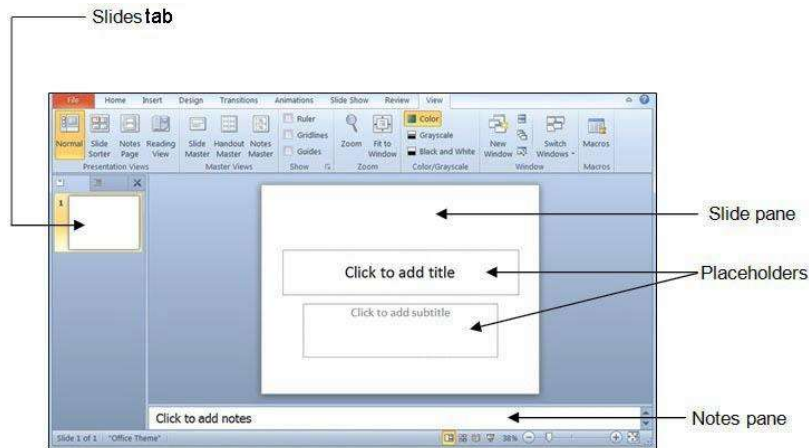

Fig 5.1: Starting MS PowerPoint

5.4   COMPONENTS OF POWERPOINT WINDOW

When we start PowerPoint, it opens the PowerPoint window as in **Figure 5.2** in the view called **Normal** view, where we create and work on slides.

Fig 5.2: PowerPoint window components

Slide pane - In the Slide pane, we can work directly on individual slides.

Placeholders - Dotted borders identify placeholders, where we type text or insert pictures, charts, and other objects.

Slides tab - The Slides tab shows a thumbnail version of each full size slide shown in the Slide pane. After adding other slides, we can click a thumbnail on the Slides tab to make the slide appear in the Slide pane. Or we may drag thumbnails to rearrange the slides in our presentation. We can also add or delete slides on the Slides tab.

Notes pane - This is where we type notes to accompany a slide. We print these notes as notes pages or have them display when a presentation is saved as a Web page.

5.5   CREATING A NEW PRESENTATION

By default, PowerPoint 2010 applies the Blank Presentation template as in **Figure 5.2**, to new presentations.

To create a new presentation, we do the following:

1.   We click the **File** tab.

2.   Then we point to **New**, and under **Available Templates** and **Themes** we select one of the following options -

- **Blank Presentation** to create a presentation as in **Figure 5.2** above.
- Recent Templates to create a presentation from a recently used template.
- **Sample Template** to create a presentation from one of available templates.
- **Themes** to create a presentation based on an available theme.
- **My Templates** to choose from the user's personal templates.

- **New from existing** to create a new presentation from an already existing presentation.

3. Then we click the **Create** button.

Besides following the above steps, to create a presentation from one of the several available options, the quickest way to start a blank presentation is by pressing **CTRL+N.**

5.6 INSERTING NEW SLIDES

When creating a presentation in PowerPoint we may need to include a number of slides in the presentation.

To insert a new slide into a presentation we do the following:

1. If we have an empty presentation with no slides present, we simply follow any of the four ways -
   - Right-click the empty area of the **Slides tab** and select **New Slide** from the drop-down menu.
   - Click the text **"Click to add first slide"** in the **Slide pane**.
   - Click the **New Slide** button or **CTRL+M**.
   - Click the **New Slide** drop-down menu as in **Figure 5.3**, and select from any available slide types.

2. If we already have one or more slides in our presentation, we follow any of the ways -
   - Click the **New Slide** button or **CTRL+N**
   - Click the **New Slide** drop-down menu as in **Figure 5.3**, and select from any available slide types.
   - Right-click on the slide after which to insert a new slide, and select **New Slide** from the pop-up menu.
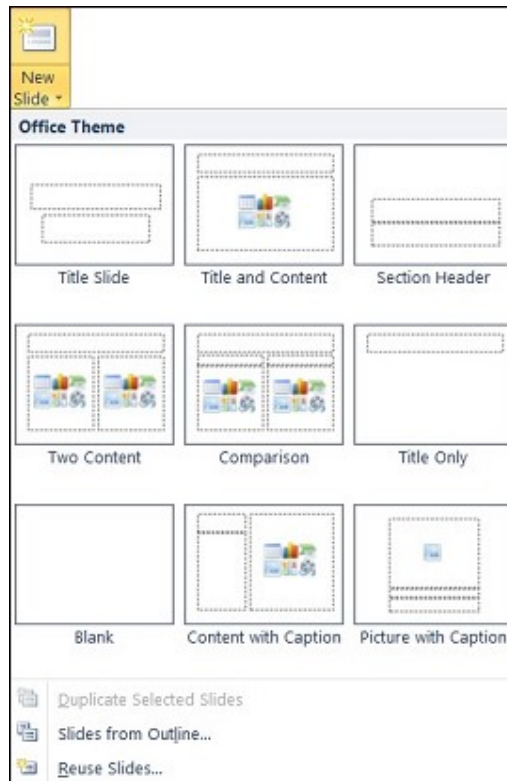
Fig 5.3: The New Slide drop-down menu

5.7   DELETING EXISTING SLIDES

When working with a PowerPoint presentation, we may need to delete a slide from a presentation.

To delete a slide from our presentation, we do the following:

1.   On the **View** tab, in the **Presentation Views** group, we click **Normal**.

2.   On the **Slides pane**, after clicking the **Slides** tab, we right-click the slide to be deleted, and then click **Delete Slide**.

In order to delete multiple slides at once, we do the following:

1.   We click the first slide that we want to delete.

2.   If the slides to be deleted are sequential, we press and hold **SHIFT** and click the last slide among all the slides. Else if the slides to be deleted are non-sequential, we click the first slide and by pressing **CTRL** we click on all the remaining slides.

3.   We then right-click on any selected slide, and select **Delete Slide**.

We can also delete individual slides by clicking on a slide listed in the **Slides pane** and pressing the **DELETE** key.

5.8 APPLYING DESIGN TEMPLATES

A PowerPoint template is a pattern or blueprint of a slide or group of slides. Templates can contain layouts, theme colors, theme fonts, theme effects, background styles and even content. We can create our own custom templates and store them, reuse them, and share them with others.

To apply a template, we do the following:

1. Firstly, on the **File tab**, we click **New**.
2. Then under **Available Templates** and **Themes**, we do any one of the following -
    - To reuse a template used recently, we click **Recent Templates**.
    - To use a template installed to a local drive previously, we click **My Templates** and click the template needed, and then click **OK**.
    - Under **Office.com Templates**, we click a template category, select a template, and then click **Download** to download the template from Office.com to the local drive.

5.9 APPLYING CUSTOM ANIMATION

Custom Animation is a set of effects which can be applied to objects in PowerPoint so that they will animate in the Slide Show. They can be added under the Custom Animation function.

**To apply basic animation, we do the following:**

1. First, we select the object in our slide that we want to animate.
2. From the **Animation group** under the **Animation tabs** as in **Figure 5.4**, we select from any of the animation effects available as under -
    - **Entrance -** Appear, Fade, Fly In, Float In, Split, Wipe, Shape, Wheel, Random Bars, Grow and Turn, Zoom, Swivel, Bounce etc.
    - **Emphasis -** Pulse, Color Pulse, Teeter, Spin, Grow/Shrink, Desaturate, Darken, Lighten, Transparency, Object Color, Complementary Color. Line Color, Fill Color, Brush Color, Font Color, Underline, Bold Flash, Bold Reveal,Wave etc.
    - **Exit -** Disappear, Fade, Flyout, Float Out, Split, Wipe, Shape, Wheel, Random Bars, Shrink and Turn, Zoom, Swivel, Bounce etc.
    - **Motion Paths -** Lines, Arcs, Turns, Shapes, Loops, Custom Path etc.

Fig 5.4: The Animation group

Clicking the Arrow on the **Animation Group** menu of **Figure 5.4** opens the **Effects Options** dialog box of the selected effect showing some additional effect options. The **Effect Options** dialog box for the **Fade effect** is shown in **Figure 5.5** below.
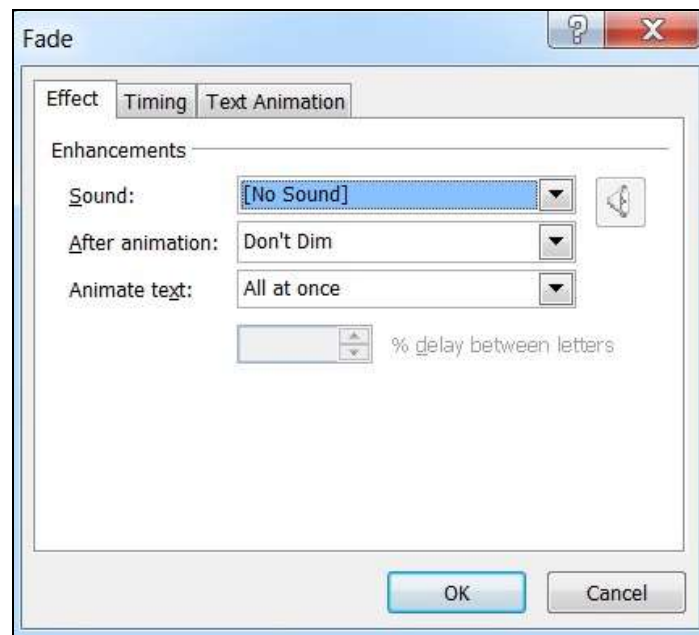
Fig 5.5: The Effect option dialog box

After applying any of the available animation effects, we can change some of the effect properties from the **Timing group** of **Figure 5.6** under the **Animations tab** like -

- **Start -** defines as to when the applied animation effect has to start, On Click starts it on mouse click, With Previous starts it along with the previous animated object, After Previous starts it after the previous animation has finished playing.
- **Duration -** specifies the animation length.
- **Delay -** specifies the number of seconds after which an animation has to be played.
- **Reorder Animation -** moves the current animation to play earlier/later.
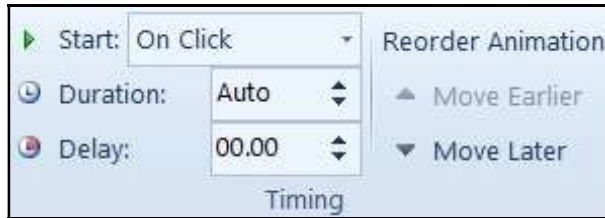
Fig 5.6: The Timing group

5.10 APPLYING SLIDE TRANSITION

Slide transitions are motion effects that occur in **Slide Show view** when moving between slides during a presentation.

To apply a slide transition, we do the following:

1. In the **Slides pane**, we click the **Slides tab**.
2. Then from among the slides in our presentation, we select the slide thumbnail of the slide that we want to apply a transition to.
3. From the **Transition to This Slide** group under the **Transitions tabs** as in **Figure 5.7**, we select any of the available transition effects.
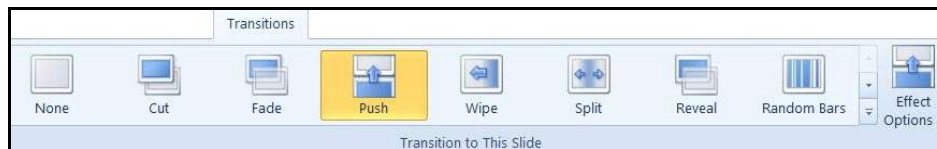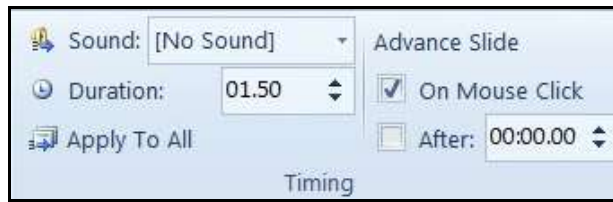

Fig 5.7: The Transition to This Slide group

We can change the options of an effect that we apply by clicking the **Effect Option** button of **Figure 5.7** to display the drop-down menu of **Figure 5.8** that allows us to choose one of the Effect options.

Fig 5.8 : The Effect Options menu

Fig 5.9: The Timing group

The **Timing** group under the **Transitions** tab, as in **Figure 5.9** allows us to select some other transition options in a presentation.

Sound - allows us to select a sound to be played during transition between the previous slide and the next slide.

Duration - specifies the length of a transition.

Apply to All - sets the transition between all slides in the presentation to be like the transition we have set up for the current slide.

5.11 SAVING A PRESENTATION

After we have finished creating our presentation in MS PowerPoint, we need to save it to a storage media. MS PowerPoint gives us several options to save our presentation.

To save a PowerPoint presentation we do the following:

1. We click the **File tab** and select **Save** or press **CTRL+S** or click the **Save** icon on the **Quick Access Toolbar.**

2. If the file is saved for the first time, we see the **Save As** dialog box of **Figure 5.10** below.

3. We provide a name for the presentation, and selecting the location to save the file we click the **Save** button.
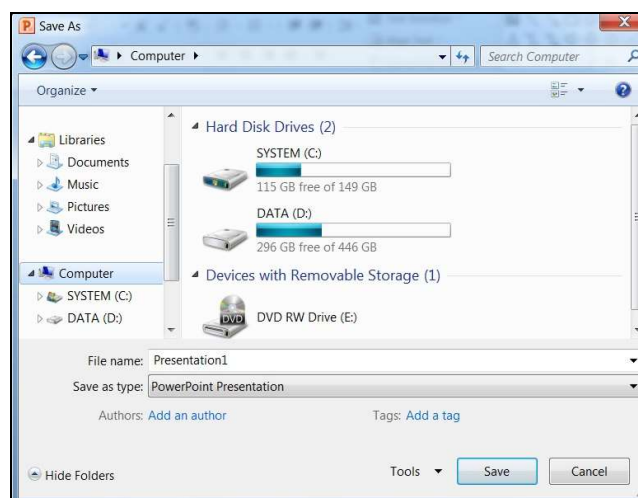
Fig 5.10: The Save As dialog box

To save a copy of a file we do the following:

1. We click the **File tab**, and click **Save As** or press **ALT+F+A** to open the **Save As** dialog box of **Figure 5.10** above.

2. In the **File name** box, we enter a new name for the file and select the location to save the file.

3. Finally, we click **Save**.

5.12 RUNNING A PRESENTATION

A PowerPoint presentation needs to be run in order to see how the individual slides in the presentation appear when played. In case we have saved our presentation as a **PowerPoint Show** in the **Save as type** list of the **Save As** dialog box of **Figure 5.10,** we simply need to double-click the icon of the particular presentation to run it.

The simplest way to run a presentation is as follows:

1. We click the **From Beginning** button in the **Start Slide Show** group under the **Slide Show** tab as in **Figure 5.11** below.

2. This starts the slide show progressing the slides on mouse-clicks.

3. When the last slide in the presentation is displayed, the message in **Figure 5.11** is displayed, and the show is exited on a mouse-click.

Fig 5.11: The Start Slide Show group

From Current Slide- begins the slide show from the slide that is currently selected as the first slide that appears in the show bypassing all the earlier slides.

Presentation Package Part-I	Video link : https://www.youtube.com/watch?v=5p7cwN5Vh-o	Scan with QR Code

5.13 CLOSING A PRESENTATION

Closing a presentation in MS PowerPoint means closing an open PowerPoint presentation without exiting the MS PowerPoint application.

To close a PowerPoint presentation, we do the following:

1. We go to the **File** tab and select **Close** or the combination **ALT+F+C.**

2. If the presentation has been saved previously it is closed, and if the presentation has not been saved, we are shown an alert box of **Figure 5.12** asking if we want to save the presentation.

3. If we select the option **Save**, we are presented with a **Save As** dialog box and asked to save it in the hard drive. If we click **Don't Save** the presentation gets closed without saving.

Fig 5.12: The Save Alert box

5.14 OPENING AN EXISTING PRESENTATION

To open an already existing PowerPoint presentation we do the following:

1. We click the **File** tab.

2. Then we click **Open**.

3. In the **Navigation pane**, we click the folder, drive, removable media that contains the file to be opened.

4. We select **All PowerPoint Presentations.**

5. Then we locate and click the file, and then click **Open.**

   By default, the files that we see in the Open dialog box are PowerPoint presentation files.

Presentation Package Part-II	**Video link :** https://www.youtube.com/watch?v=FSgTIByiqWc	**Scan with QR Code**

5.15 LET US SUM UP

- Microsoft Office PowerPoint is a *presentation* program.
- In the *Slide pane*, we can work directly on individual slides.
- A PowerPoint *template* is a pattern or blueprint of a slide or group of slides.
- Custom Animation is a set of *effects* which can be applied to objects in PowerPoint so that they will animate in the Slide Show.
- Slide transitions are *motion effects* that occur in Slide Show view when moving between slides during a presentation.
- The Define Custom Show dialog box allows us to create our own *personalized show* using the slides present in our presentation,
- Animation Timings are used for *playing back* slide and animation timings during slide show.

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