

My Computer Book

A Textbook of Computer for Students of Class 7th

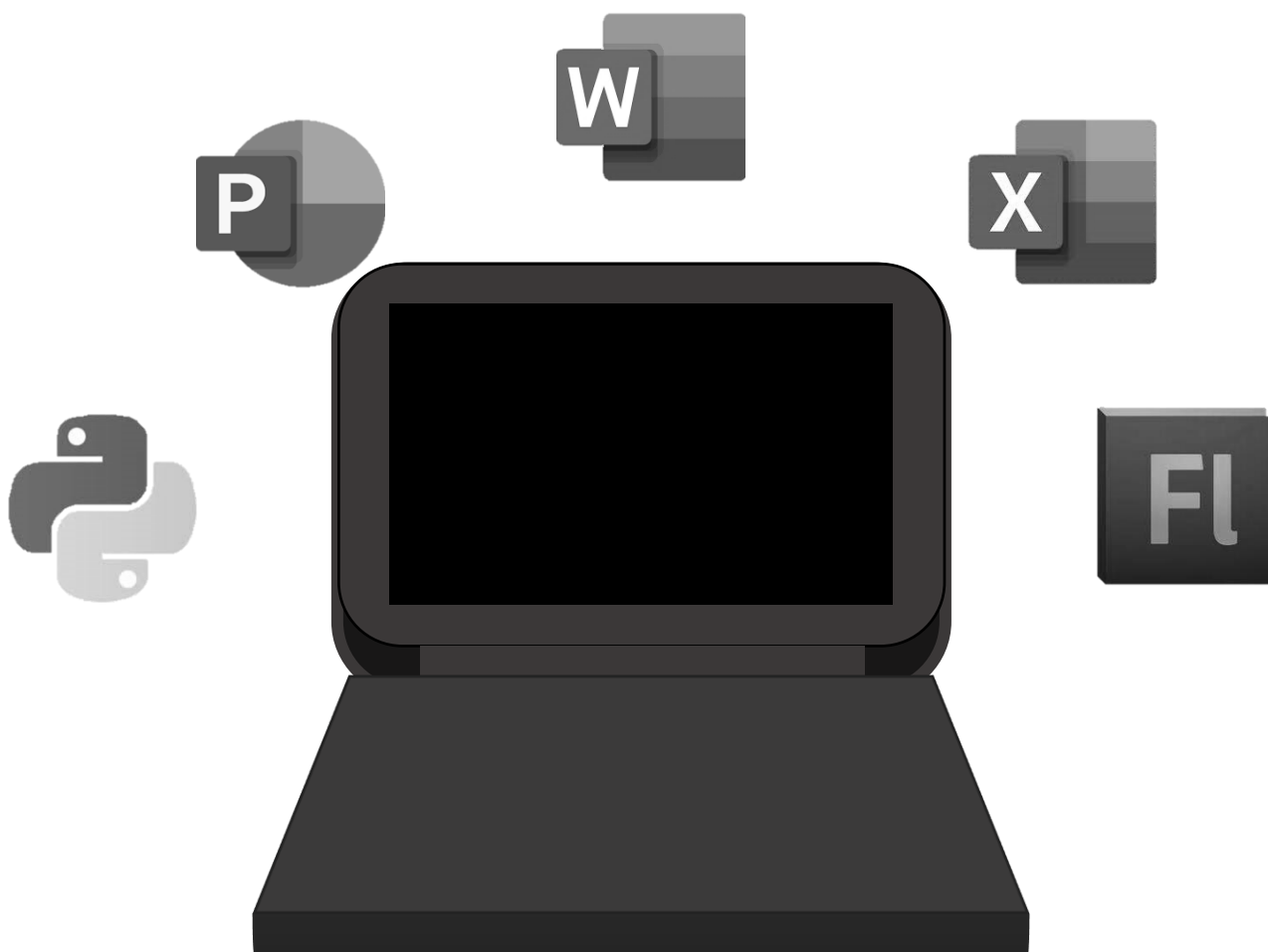


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XYZ PUBLICATION

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FORMATTING DOCUMENTS IN MS WORD

INTRODUCTION TO THE CHAPTER

In the previous classes, you learnt what is the use of MS Word and how to create, write and edit documents in it. You learnt about the various tabs and controls of MS Word. In this chapter you are going to learn how to design documents.

Why Formatting Documents?

Designing a document is very important so that it looks attractive. If it is just a plain text without any tabs and paragraph formatting, the person who is reading the document may get bored by just reading the content of the document. So, it is necessary to keep the attention of the reader while reading your documents.

FONT, PARAGRAPH AND TEXT STYLES

We will begin this chapter by learning how to change the font of a text, how to change the paragraph formatting, and how to use text styles.

TIME TO LEARN SHORTCUTS !



Increase Font Size – Ctrl + Shift + >



Decrease Font Size – Ctrl + Shift + <



Subscript – Ctrl + =



Superscript – Ctrl + +

You may be knowing how to change the font style of a text, as you learnt in your previous classes. So, now we will learn to change case and add effects in a text.

Change Font Case

- ❖ We will change the case of the text written in figure 1.1. which is - I love my India.

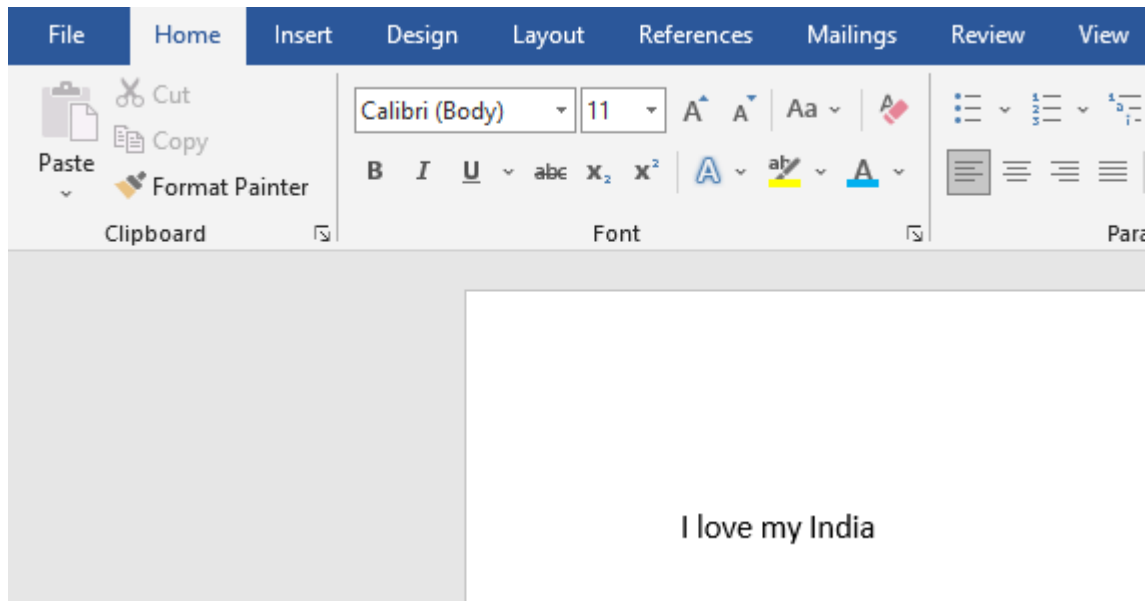
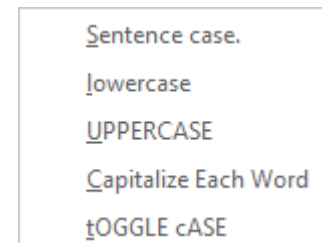


Figure 1.1 - Text written in document for changing font case

- ❖ To change the font case. Select the text. Click on **Aa** button in the font group of the home tab. You will see the menu appearing shown in figure 1.2.



- ❖ If you –
 - Select **Sentence case**, the text would be formatted just like a sentence. However, there would be no change in our text because it was just formatted like a sentence only.
 - Select **lowercase**, there would not be any word in capital letter. So our text would be formatted as :

i love my india

- Select **UPPERCASE**, it would just formatted the opposite of lowercase i.e. every letter in the text would be in capital. Therefore, our text would be formatted as :

I LOVE MY INDIA

- Select **Capitalize Each Word**, the first letter of every word in the text would be in capital. Hence, our text would be formatted as :

I Love My India

- Select **tOGGLE cASE**, the every letter except the first letter in the text would be in capital. By selecting this option, our text would be formatted as :

i lOVE mY iNDIA

