

ADEY MODEL TRAINING MANUAL FOR OFFICE AUTOMATION COURSE

Key commands(Shortcuts) are common working for

Microsoft Office - All versions

ADEY Model Training Programme

(Rural/Semi-Urban Youth Livelihood Computer Training Camps)

1. Training model : Each student learns and teaches another student in the next batch under supervision.
2. Training level : 80 percent training on keyboard and 20 percent training on mouse use.
3. Student Teachers / Mentors : Carefully chosen students are trained to become training faculty to train students under supervision of teaching faculty.

Letter from the Founder of ADEY Model Training programme



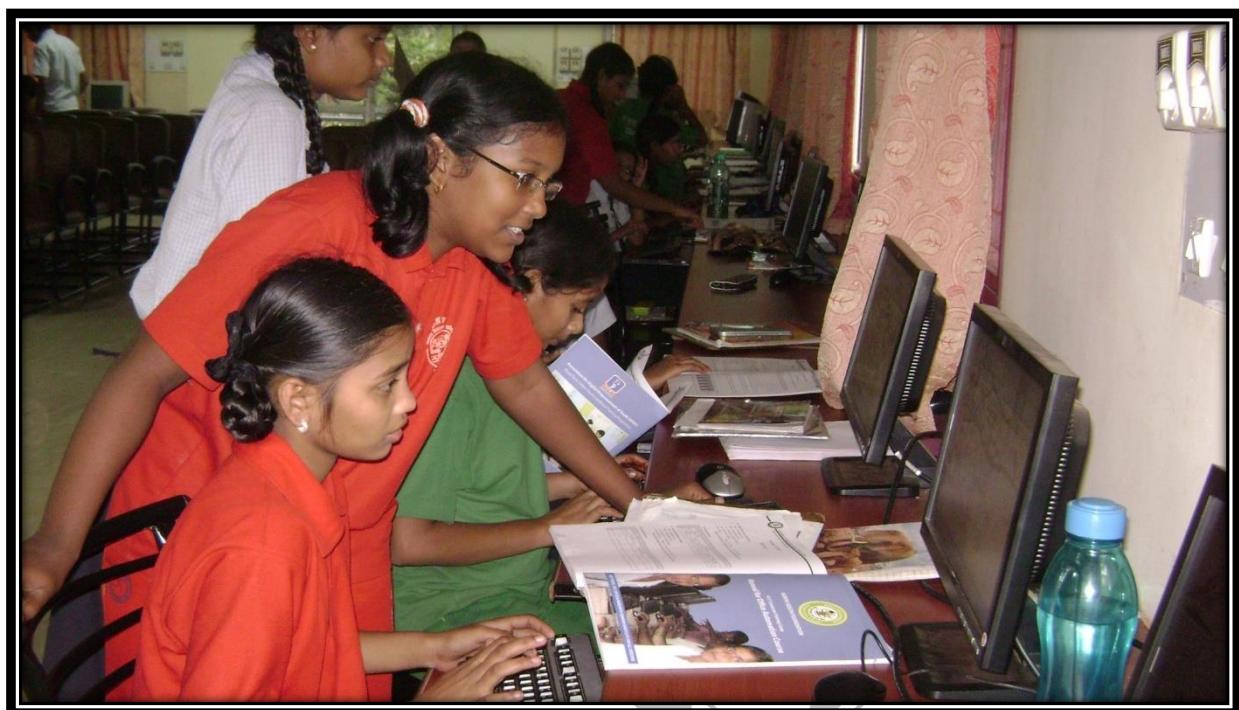
Dear Friends,

In 2003 I volunteered to work as a master trainer with Lead India 2020. The Organization was conceived by President Dr. A. P. J. Abdul Kalam, who set the goal of making India a developed country by the year 2020. We would go to villages to deliver personality development programs catered towards the rural youth.

During one such training program in 2007, we realized that despite being well educated, 99% of the instructors and trainees had little idea what computers were used for, and had never used one themselves. At that moment I wondered how we could be a developed nation by 2020 when the most educated of us had never used a computer, and did not have access to the most basic information.

So on May 1st, 2008, I started our first computer training program with three donated computers and 80 students. We charged each student Rs. 100 only for the 60 days programme. I designed the training program for rural communities where English finds little use. All the teaching was done using 80 percent keyboard Key Commands, and students

were expected to learn for 45 minutes, and teach the next batch for 45 minutes. Each student learns and teaches next batch student under supervision.



Because we taught in villages, most of my students were, and still are young women who do not normally have a chance to leave their villages. One day a couple of parents stopped by the training camp and were curious what their daughters were learning, because they were starting to be more confident and outspoken at home. When I explained that the confidence stemmed from the girls teaching their friends they left happy.

Since that first training camp, we have founded the Association for Digital Empowerment of Youth (ADEY), have generated direct employment for 160 youth, trained 28,900 rural youth in 26 districts across of the Nation. And we are now delivering the same program in Jawahar Navodaya Vidyalayas (JNV) across the state of Andhra Pradesh.

All this would not have been possible without the people and organizations that believed in us, held our hands, and inspired us to think bigger. I would like to thank Prof. N.B. Sudarshan Acharya and Lead India 2020 for being my inspiration, and Dr. Ch Satyanarayana Murthy(Ex. MLA) Palakollu encouraged me, and Dr. C Srinivas of Amruta Hospital, Tadepalligudem for donating our first computer, the staff of GE and ADP, Hyderabad for donating computers to us, Local organizations in their districts we operate in, and Mr. Prasad Kantamneni, Mr. Ramalingareddy Maruri, and North South Foundation – USA, and Kovvali Development Trust(Motaparti Bhavan) – West Godavari District and

Bhagavatula Charitable Trust(BCT) - Visakhapatnam District for helping us fine-tune our curriculum.



I would also like to specially acknowledge Mr. Rao Chalasani and the North South Foundation for helping us incorporate ADEY as an organization, and for funding our first official printed manual.

ADEY Model Training Programme manual inaugurated by Dr. C Rangarajan former RBI Governor and Chairman, Economic Advisory Council to the Prime Minister on 28th December 2012 at Haripuram Village, Near Achyutapuram, Visakhapatnam District. Andhra Pradesh.

We have come a long way since our first camp, but we have barely scratched the surface. At ADEY we look forward to the day when every citizen is empowered with information at their fingertips, and when India is truly a Developed Nation.

Thank you,

RAMANJANEYARAJU CHINTALAPATI.

Founder of ADEY Model Training Programme.

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Office Automation Course for Jawahar Navodaya Vidyalaya's in India.

A D E Y Schedule 35 days camp only :

1. Personality Development Programme : 1 day (full time).
2. Student Teachers / Mentors Training : Special batch every day.
3. General batches Training : 29 days. 4 General + 1Mentors = 5 batches
4. Each batch time 1 : 40 Hours : 50 min. practicing and next 50 min. teaching under supervision every day.
5. Examination : 3 days.
6. Additional days : 2 days.

A D E Y Programme

1. Training level : 80 percent training on keyboard and 20 percent training on mouse use.
2. Personality Development : Human values, Life and vision for youth to lead India to lead the World by 2020.
3. Training Faculties (Annayya / Akkayya) : One faculty member for 60 students.
4. Training model : Each student learns and teaches another student in the next batch under supervision.
5. Student Teachers / Mentors : Carefully chosen students are trained to become training faculty to train students under supervision of teaching faculty.
6. Examination : 3 times examination schedule with final certification exam.

Office Automation Course for Rural and Urban Youth in India.

A D E Y Schedule 45 days:

1. Personality Development Programme : 1 day (full time).
2. Writing notes for practice : 20 min, before batch time.
3. General batches Training : 38 days. In 6 batches.
4. Each batch time 2 hours : 1 hour. practicing and next 1 hour. teaches another student in the next batch under supervision every day.
5. Examination : 4 days.
6. Additional days : 2 days.

A D E Y Programme

1. Training level : 80 percent training on keyboard and 20 percent training on mouse use.
2. Personality Development : Human values, Life and vision for youth to lead India to lead the World by 2020.
3. Training Faculties (Annayya / Akkayya) : One faculty member for 30 students.
4. Training model : Each student learns and teaches another student in the next batch under supervision.
5. Student Teachers / Mentors: Carefully chosen students are trained to become training faculty to train students under supervision of teaching faculty.
6. Examination : 4 times examination schedule on Sundays and final certification exam.

Office Automation Course for Private (E.M)High School's in India.

A D E Y Schedule 2 years training project for all students in the school. / **Selected**

students only for 35 days camp :

1. Personality Development Programme : 1 day (full time).
2. Student Teachers : Every student teacher adapted 2 to 4 students from their class/section.
3. Student Teachers Training : Special batch – Before / After / School working time.
4. General batches Training : 8 General class periods / 26 days - 1 Special class = 8 batches every day – **35 days camp.**
5. Each batch time 40. minutes : 20 min. practicing and next 20 min. teaching one by one under supervision with student teacher.
6. Examination : 4 times in a year / 4 days – **35 days camp.**

A D E Y Programme

1. Training level : 80 percent training on keyboard and 20 percent training on mouse use.
2. Personality Development : Human values, Life and vision for youth to lead India to lead the World by 2020.
3. Training Faculties (Annayya / Akkayya) : One faculty member for 400 students / 60 students – for **35 days camp.**
4. Training model : Each student learns and teaches another student in the next batch under supervision.
5. Student Teachers / Mentors : Carefully chosen students are trained to become training faculty to train students under supervision of teaching faculty.
6. Re-cycle every batch for 35 days camp : Each batch/period will be change next batch/period. Only 10 students from 8th and 9th class all section in a period / batch.
7. Examination : 4 times examination schedule with final certification exam.

Office Automation Course for Govt. High School's in India.

A D E Y Schedule 2 to 3 years training project for all students in the school. / **Selected students only for 45 days camp :**

1. Personality Development Programme : 1 day (full time).
2. Student Teachers : Every student teacher adapted 2 to 4 students from their class/section.
3. Student Teachers Training : Special batch – Before / After / School working time.
4. General batches Training : 8 General class periods / 36 days - 1 Special class = 8 batches every day – **45 days camp.**
5. Each batch time 40. minutes : 20 min. practicing and next 20 min. teaching one by one under supervision with student teacher.
6. Examination : 4 times in a year / 4 days – for **45 days camp.**

A D E Y Programme

1. Training level : 80 percent training on keyboard and 20 percent training on mouse use.
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Exercise - I

Computer Hardware Basic Fundamentals

A computer has 4 parts. They are : 1. Monitor, 2. CPU, 3. Mouse, 4. Keyboard. These are further discussed in detail here.

1. Monitor : Commonly called as Visual Display Unit (VDU), are the main output device of a computer. Monitor displays that shows the words, graphics, etc., to the user. It is a critical part of a user's interface.

i.e. CRT (Cathode Ray Tube), LCD (Liquid Crystal Display), LED (Liquid Electronic Display) Monitors with VGA cable wire pin.

2. CPU : Central Processing Unit. The “brain” of the computer. It executes commands which, eventually, we see as a response to our input. CPU performs all types of data processing operations. It stores data, intermediate results and instructions (program). It controls the operation of all parts of computer. Without the CPU, the computer is nothing.

CPU itself has following three components.

- i. Memory or Storage Unit
- ii. Control Unit
- iii. ALU (Arithmetic Logic Unit)

This features including this unit :

- 1) **S M P S :** Switching Mode Power Supply.
- 2) **Hard Disk (H D) :** A medium to store data for the computer while the power is out. It uses a hard material (typically aluminium).
- 3) **Mother Board (M B) :** A printed circuit board that has (at least) slots to connect cards into. Often, they also include a CPU and memory. Central Processor, Cooling Fan, Heat Sinks, Mini Processor, Integrated Circuits(IC), Capacitors, Microchips, RAM and Slots, LAN, Video and Audio ports etc...

Main Parts of the Mother Board :

- i. **C M O S Battery :** Complementary Metal Oxide Semiconductor Battery.

- ii. **Micro Processor** : A CPU that composes only one chip. Some CPUs may actually be several square feet in size. but, the microprocessor is designed to be 100% self-contained in a single chip.
- i. **R A M** : Random Access Memory. A temporary storage area for the CPU to get commands or data.
- ii. **R O M** : Read Only Memory.
- iii. **C P** : Central Processor – consists of the arithmetic logic unit, control unit and registers.
- iv. **J Pins** : Jumper Pins etc.
- v. **Data Cable** : H D / Sata Cable etc.
- vi. **Ports** : A port is a physical docking point using which an external device can be connected to the computer. i.e. Universal Serial Bus(USB) Port, PS/2, VGA Port, Serial Port, Parallel Port, and, Ethernet (LAN) / Modem Ports etc.
 - a. **Video Ports** : Ports for connecting the monitor i.e. VGA(Video Graphics Adapter), Digital Video Interface(DVI),HDMI etc
 - b. **Sockets** : Connect microphone, speakers to sound card of the computer.

Note : This Connectors (usually in the back of the computer) which connect to external devices (i.e. mouse, keyboard, modem, printer, display, Local Area Network etc.)

- viii. **Expansion Slots (PCI)** : Expansion Slots on the motherboard help increase the capacity of the computer. For example the slots can help to add a Local Area Network Card, Audio Video Card, Graphics Card, N Computing Card etc.
 - 1) Removable Drives : Compact Disk / Digital Video Disk ROM / Rewritable Drive and Floppy Drive etc.

Note : Disk : A storage medium to keep data while the computer is turned off.

- 2) External Drives : A computer system may also have External drives (that use USB point): Pen drives, CD / DVD drives, Hard Disk etc.

3. Mouse : Mouse is most popular pointing device. It is a very famous cursor control. This device having a small palm size box with a round ball / leaser signal. At its base which

senses the movement of mouse and sends corresponding signals to CPU, when the mouse buttons are pressed.

Generally it has two buttons called left and right button and a wheel is present between the buttons. Mouse can be used to control the position of cursor on screen, but it cannot be used to enter text into the computer.

Advantages :

- I. Easy to use
- II. Not very expensive
- III. Moves the cursor faster than the arrow keys of keyboard.

4. Keyboard : A typewriter-like tool that has keys. Sends letters or commands to the computer. Keyboard is the most common and very popular input device which helps in inputting data to the computer. The layout of the keyboard is like that of traditional typewriter, although there are some additional keys provided for performing additional functions.

Keyboards are of two sizes 84 keys or 101/102 keys, but now keyboards with 104 keys or 108 keys are also available for Windows and Internet.

Key : A field that will always have data unique to each record (i.e. a product number).

- i. Mini keyboard (84 keys), or 101/102 keys,
 - ii. Normal keyboard (104 keys), or 108 keys are also available for Windows and Internet.
 - iii. Multimedia keyboard (120 keys).
- ✓ A keyboard has 6 types of key commands ...

1) **Numerical Keyboard :** These include Number Lock on / off Button, It is used to enter numeric data or cursor movement. Generally, it consists of a set of 17 keys that are laid out in the same configuration used by most adding machines and calculators.

- 2) **Functional Keys** (F1 to F12) : The twelve function keys are present on the keyboard which are arranged in a row at the top of the keyboard. Each function key has unique meaning and is used for some specific purpose.
- 3) **Alphabetical Keys / Typing keys** : These keys include the letter keys (A - Z) and digit keys (0 – 9) which generally give same layout as that of typewriters.
- 4) **Special purpose keys** : Keyboard also contains some special purpose keys such as Enter, Shift, Caps Lock, Num Lock, Space bar, Tab, and Print Screen.
- 5) **Control Keys** : These keys provide cursor and screen control. It includes four directional arrow keys. Control keys also include Home, End, Insert, Delete, Page Up, Page Down, Control (Ctrl), Alternate (Alt), Escape (Esc).

Note : 1) STICKY KEYS : Depress the Alt, Shift, Ctrl, or Windows logo key while pressing any key.

2) TOGGLE KEYS : Number Lock, Caps Lock, Scroll Lock keys.

- 6) **Special Numerical Keys** : ~ (Tilde), ` (Acute or Back quote), ! (Exclamatory), @ (At / At the rate of), # (Hash), \$ (Dollar), % (Percent), ^ (Caret), & (And), * (Asterisk), () (Open & Close Parenthesis), _ (Underscore), + (Plus), - (Hyphen / Oblique), = (Equal to), / (Forward slash), \ (Backward slash), < (Less than), > (Greater than), ? (Question mark), [] (Open & Close Brackets), { } (Open & Close Brace), ' (Apostrophe), " (Inverted Commas), : (Colon), ; (Semicolon), , (Comma), . (Full stop or Dot), | (Pipe or Bar), and **0 to 9** keys.

❖ **Memory Units :**

1. The amount of data that can be stored in the storage unit.
2. That in which storage capacity is expressed in terms of Bytes.

✓ Following are the main memory storage units :

- 1) **Bit.** The smallest unit of storage, since each bit can be zero or one.
- 2) **Nibble.** A group of 4 bits is called Nibble.
- 3) **Byte.** A group of 8 bits is called Byte.

Typically, a letter on the keyboard is stored in a byte.
A byte can have a range of 0 [0000,0000] to 255 [1111,1111].

4) **Computer Word** : A computer word, like a byte, is a group of fixed number of bits processed as a unit which varies from computer to computer but is fixed for each computer.

Word : The length of a Computer word is called word size or word length and it may be as small as 8 bits or may be as long as 96 bits. A computer stores the information in the form of computer words.

- ✓ Few higher storage units are following ...

S No	Unit	Description
1	Kilo Byte (KB)	1024 bytes = 1 KB

Note : 1 Kilo Byte (Thousand) -in computerise it means 1024 bytes or 2^{10}

2	Mega Byte (MB)	1024 KB = 1 MB
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Note : 1 Mega Byte (Million) -in computerise 1,048,576 bytes or 2^{20}

3	Giga Byte (GB)	1024 MB = 1 GB
---	------------------	----------------

Note : 1 Giga Byte (Billion) -in computerise 1,073,741,824 bytes or 2^{30}

4	Tera Byte (TB)	1024 GB = 1 TB
---	------------------	----------------

Note : 1 Tera Byte (Trillion) -in computerise 1,099,511,627,776 bytes or 2^{40}

5	Peta Byte (PB)	1024 TB = 1 PB
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Note : 1 Peta Byte (Pillion) -in computerise 1,125,9 . . , . . , . . bytes or 2^{50}

Exercise – II

Boot up the Computer

“Boot” comes from “bootstrap”. There are two definitions, the process of bringing the computer up (verb) and the program that starts the while process (noun).

- A. **Boot** – Verb : To load up operating system and drivers to bring the computer up to a workable state.
- B. **Boot** – Noun : The program that iteratively loads pieces of the operating system. This program is found in the very front of the disk.
- C. **Boot - Up** : When the computer begins to power-up, it has to perform several checks to make sure that the hardware is working correctly. Sometimes you will hear the speaker click as it checks memory, often you will hear the floppy drive grunt as it's checked. After every critical component is checked, the computer begins to “boot-up”.

❖ Computer System Begins to Power-up :

This includes these steps. Generally they are....

1. **UPS (Uninterruptable Power Supply)** : Switch on the button the UPS box, that is like a surge protector but will keep you going even if you lose power.

Note : This unit will keep you running for 3 minutes to an hour (certainly enough time to save your work and shutdown the computer).

2. **Monitor** : Switch button on for power supply - The monitor will start up and show windows icon.
3. **CPU** : Switch on the button for power supply and press the large button on the CPU.
When the computer begins to power-up, it has to perform several checks to make sure that the hardware is working correctly.

Note : Sometimes you will hear the speaker click as it checks memory, often you will hear the floppy drive grunt as it's checked. After every critical component is checked, the computer begins to “boot-up”.

- ❖ **Parts of Screen** : Desktop, Icons, Taskbar, Start Button, Date and Time Indicator etc..
- ❖ **System Refresh** : Refreshes the system (displayed by shaking icons) to display the latest information and improve the working of the system.

1. **Windows + D** : Lets you can activate desktop (Icons) on / off.

Note : **Windows + D** (Depress the “Windows” key while pressing the “D”.) : Lets you can select this key command -All opened files minimized and maximized

2. **Refresh (F5)** : Pressing the F5 key for Refreshes the system (displayed by shaking icons)

- ✓ Opening Programs through the key commands :

- 1) **Windows(:)** / **Start** = To opening the programs file.
- 2) **Alphabetical Keys** = A to Z - To direct select under line text in the programs menu
- 3) **Arrow Keys** = To select program files Up / Down and Right / Left.
- 4) **Enter** = To opening the selected programs file option.

- ❖ **To opening Notepad (Windows XP/ 7)** : Level – 1 (**Normal**)

- ✓ **Windows / Start** button → **P** = Programs / Select - All Programs → **A** = Accessories → **N** = Notepad → press **Enter** button for opening the selected file.

- ✓ To opening level – 1(Normal) : Use Up and Down or Right and Left Arrow Keys for selection any programs file.

- ❖ **To opening Notepad (Windows XP / 7 / 8 / 10)** : Level – 2 (**Run**) : Lets you select Run for opens a program (notepad) file etc.

- ✓ **Windows / Start** button + **R** = Display **Run** dialog box → Type the file name (notepad) etc. in the text box → Enter (Press) for open your typed file.

Note : Type a file in the run text box for open : i.e. notepad, wordpad, mspaint, calc, winword, powerpnt, excel, and other files etc..

❖ **Maximize or Minimize or Restore a File :** Lets you can select a maximize or minimize or restore a active file / document.

1. **Alt + Spacebar →X (Maximize)** = For maximizing the window (ALT →SPACEBAR →X)
2. **Alt + Spacebar →R (Restore)** = For restoring the window (ALT →SPACEBAR →R)
3. **Alt + Spacebar →N (Minimize)** = For minimizing the window (ALT →SPACEBAR →N)

Note : “ **Alt + Spacebar** ”_Depress the “ **ALT** ” key while pressing the “ **SPACEBAR** ”.

❖ **Open a Minimized File :** Lets you select a minimized file on the taskbar.

1. **Alt + Tab** = Open a minimized file / application.
2. **Alt + Esc →Enter** = Lets you select for open a minimized file / application.

❖ **Alt Key :** Lets you select **ALT** for display File / Home Menu Key Commands, and hit the underlined alphabet (Text) in the menu bar.

1. **Alt →F (File), Alt →H (Home)** : for opening the File Menu, Home Menu

. Note : →(Arrow Symbol) = This symbol is meaning for Next select.

❖ **Log Off - Computer :**

- 1) **Windows + L** : When any application is opened, this key command will log off the system.

❖ **Close File / Application :**

1. **Alt + F4** : When an application is open, this key command will close the application.

❖ **Shut Down / Turn Off - Computer :**

➤ **Windows XP Operating System** : This key command will shutdown the system.

✓ **Alt + F4** : For opening the Shutdown Dialog box, When no application is open,

- a) **ALT + F4 → U** = Select Turn off/Shutdown option → The system will be shutdown.
- b) **ALT + F4 → R** = Select Restart option → **Enter** will restart the system.

Note : →(Arrow Symbol) = This symbol is meaning for Next selecting option.

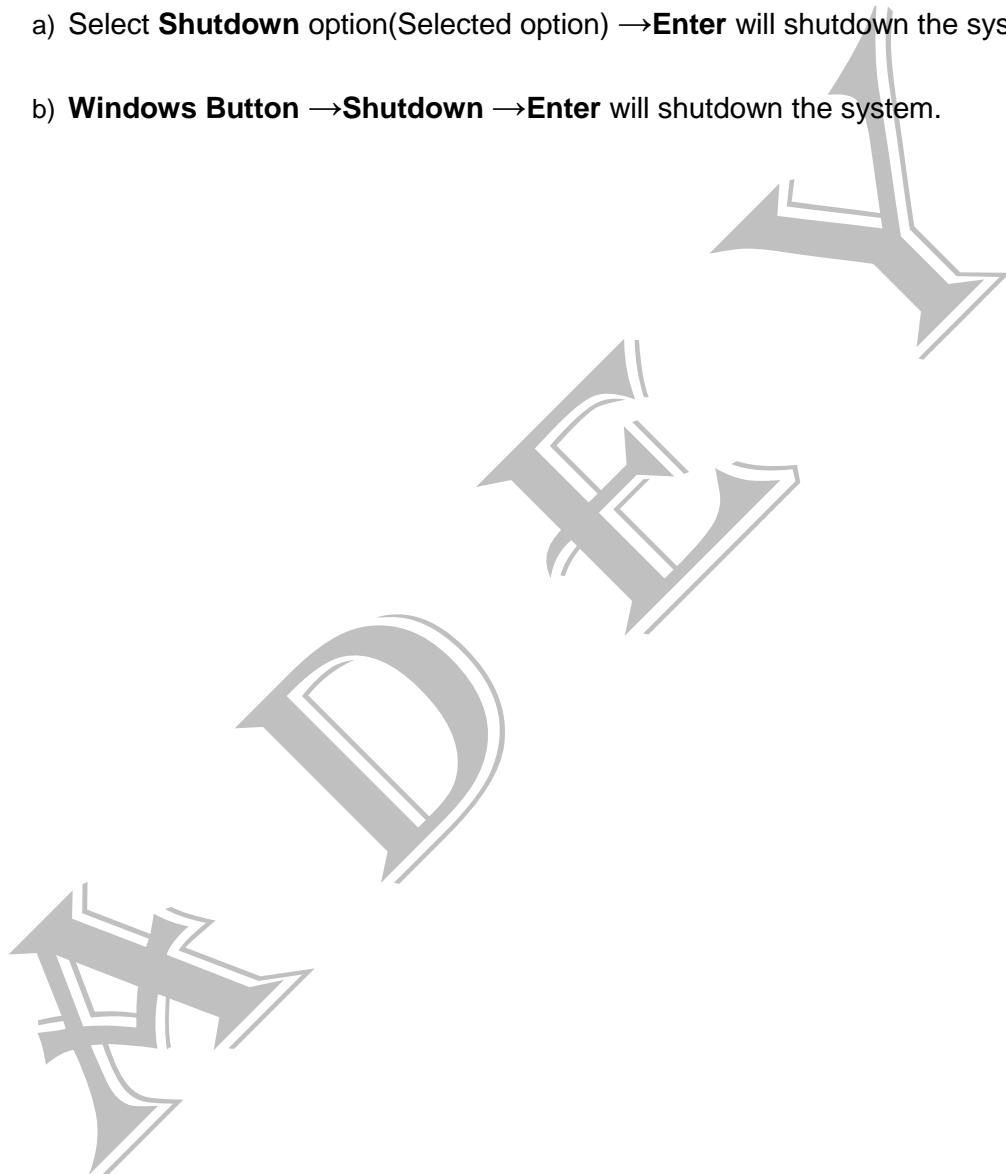
➤ **Windows -7 / 8 / 10 Operating System :**

This key command will shutdown the system.

✓ **Alt + F4** : For opening the Shutdown Dialog box, When no application is open, Go to...

a) Select **Shutdown** option(Selected option) →**Enter** will shutdown the system.

b) **Windows Button** →**Shutdown** →**Enter** will shutdown the system.



Exercise – III

Display - Mouse pointer - Keyboard controls

❖ **Sticky Keys Dialog Box - Settings** : Pressing 5 times Shift Key to open sticky keys Dialog box.

1. **Keyboard - Settings** = Sticks Keys, Filter keys and Toggle Keys to uses accessibility options
 2. **Sound – settings** = Sound sentry and Show Sounds accessibility options.
 3. **Display – settings** = High Contrast to choose your appearance scheme and Cursor - blink rate and width settings accessibility options.
 4. **Mouse – Settings** = Use Mouse keys if you want to control the mouse pointer with the Numeric keypad on your keyboard.(Alt + Left Shift + Number Lock)
 5. **General - Settings** = Automatic Reset, Notification, Serial key devises, administrative options to uses accessibility options
- ✓ **Sticky Keys Deactivate** = 5 times pressing Shift Key to deactivate the combination for sticky keys.

Note : **Sticky Keys** : SHIFT, CTRL, ALT, WINDOWS.

Toggle Keys : CAPS LOCK, SCROLL LOCK, NUMBER LOCK ..

❖ **Mouse pointer -Keyboard controls :**

1. **Alt + Left Shift + Number Lock →Enter** = Use mouse keys to control the pointer with the numeric keypad on the keyboard.
2. **Alt + Left Shift + Number Lock** = If you want close the selected numeric keypad control mouse keys on the keyboard.
3. **Activate the mouse symbol pointed option : 5 or + (Numerical keypad)** = Lets you select these key commands for activate the mouse symbol pointed file/option..

Keyboard : Lets you can see to pressing arrow symbol controls on the Numerical keypad for moving mouse pointer on the desktop/window.

❖ High Contrast Window for easy reading :

1. **Alt + Left Shift + Print Screen →(Ok)/Enter** = Use this option if you want high contrast windows to use colors and fonts designed for easy reading.
2. **Alt + Left Shift + Print Screen** = If you want close the selected high contrast windows.

Note : If you edit high contrast settings - select settings option in the active dialog box.

Document Recovery – Search Results

❖ Document Recovery task pane :

A working file automatically saved in power cut timings. Word / sheet has recovered the following files. Save the ones you wish to keep.

Note : Press F6 for select document recovery pane. And press Tab for change next option or you can choose to select displayed available files/option. You can press Enter key for selecting.

❖ Search Results (Search) :

Lets you select search results for searching your missed file or documents or folders etc..in the computer.

- ✓ **Windows / Start button + F** = Display Search Results dialog box →What do you want to search for ? →Select your missed files →Search option -for searching in the system.— Search results.

Note : What do you want to search for ? : Pictures, Music or video, Documents - word processing, Spread sheet(Excel) etc.. and all files and folders, computers or people etc.

Exercise – IV

Important Key Commands

A keystroke that represents a particular action

- ❖ **Arrow keys** : Allow you to navigate across the screen or across a menu set. Arrows are also used as part of Key Commands.

- ✓ **Cursor point** : Move action by using the key board buttons

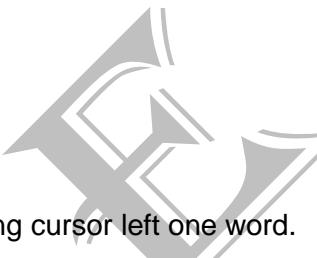
1) **Arrow Keys** :

- a) **Up** : Moving cursor up.
- b) **Down** : Moving cursor down.
- c) **Left** : Moving cursor left.
- d) **Right** : Moving cursor right.



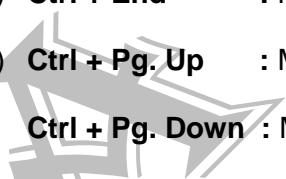
2) **Key strokes** :

- a) **Ctrl + Left Arrow** : Moving cursor left one word.
- b) **Ctrl + Right Arrow** : Moving cursor right one word.



Note : Depress the “Ctrl” key while pressing the “Left Arrow” / “Right Arrow”.

- c) **Ctrl + Home** : Moving cursor beginning of the document.
- d) **Ctrl + End** : Moving cursor end of the document.
- e) **Ctrl + Pg. Up** : Moving cursor page up of the document..
- f) **Ctrl + Pg. Down** : Moving cursor page end of the document.



- ❖ **Key Board keys** : Allows you to execute the command displayed to the left of the Key Command without operating the menu.

1. **Ctrl + A** = All Select.
2. **Ctrl + B** = Bold text style.
3. **Ctrl + C** = Copy the selected text / object.
4. **Ctrl + D** = Display's font dialog box / Duplicate the selected object / To apply the selected cell (excel) formula in the active lower cells.

5. **Ctrl + E** = Align text to the Center.
6. **Ctrl + F** = Find the selected text. / A specific piece of text in the document.
7. **Ctrl + G** = Go to..- the selected page (Number).
8. **Ctrl + H** = Replace to the selected text - A specific piece of text with another text.
9. **Ctrl + I** = Italic text style.
10. **Ctrl + J** = Justify the selected Para / paragraph.
11. **Ctrl + K** = Insert Hyperlink. - To insert a file or document in the selected object.
12. **Ctrl + L** = Align text to the left.
13. **Ctrl + M** = Move to front (ruler bar) left side indents / New Slide apply - PP Presentation.
14. **Ctrl + N** = New sheet / New Window in the active document.
15. **Ctrl + O** = Open dialog box display.
16. **Ctrl + P** = Print the selected sheet. / Activate Pen point marker on the active slide show mode - PP Presentation.
17. **Ctrl + Q** = Remove / Reset all selected indents / paragraph. / Close - PP Presentation.
18. **Ctrl + R** = Align text to the Right
19. **Ctrl + S** = Save the active document / object.
20. **Ctrl + T** = Tab indent selection apply in the Bullets and Numbering paragraph line. / To open selected text (word art) format dialog box - PP Presentation.
21. **Ctrl + U** = Under line text style.
22. **Ctrl + V** = Paste the cut or copied text / object.
23. **Ctrl + W** = Close the active document.
24. **Ctrl + X** = Cut the selected text / object.
25. **Ctrl + Y** = Redo (last action repeat).
26. **Ctrl + Z** = Undo (in case you make a mistake undo your last action).
27. **F5** = Refresh the system / insert Date and Time (Note pad) / Find and Replace (MS Word) / Slide Show (PP Presentation) / Go to.. (MS word / Excel).
28. **Windows** = Opening Start / Programs menu in your system.

29. **Windows + D** = Activate desktop icons (or) All opened files minimized and maximized in your system.
30. **Windows + R** = Display Run dialog box for opens a program / documents / web site etc.
31. **Shift + Arrow** (Right / Left) = Selection from inserted cursor point towards Right / Left.
32. **Shift + Arrow** (Up / Down) = Selection from inserted cursor point towards Up / Down.
33. **Shift + Alphabetical Key** = Typing changes the capitalization of the text being typed.
34. **Caps Lock on / off** = Lets you type in Capital letters when on.
35. **Escape** = Lets you close a selected drop-down list / Cancel a command / Close a dialog box.
36. **Enter** = Selected file for open / Ok or Enter next paragraph line apply.
37. **Spacebar** = To enter the spaces in between the words. / Activate Tick mark in the option.
38. **Backspace** = To erases back side letters in the paragraph from active cursor point. And activate Back option in the dialog box.
39. **Delete** = To erases front side letters in the paragraph from active cursor point. / Delete the selected files or objects.
40. **F1** = Help
41. **Ctrl + F1** = Display's Home task pane (Ribbon bar) Show / Hide. (MS Word)
42. **Alt** = Display's main menu shortcut options / Activate to the dialog box menu options.
43. **Alt + Tab** = Open the minimized file on the taskbar.
44. **Alt + F4** = Close all files one by one in your system.
45. **Shift + Ctrl + >** = Increases the font size of the selected text.
46. **Shift + Ctrl + <** = Decreases the font size of the selected text.
47. **Ctrl +]** = Increases the font size (+1) of the selected text.
48. **Ctrl + [** = Decreases the font size (-1) of the selected text.
49. **Alt + Shift + Arrows Up / Down** = Selected paragraph / Table-rows for moving up / down.
50. **Ctrl + Shift + Spacebar** = Hard - line moving in the active paragraph alignment range.

51. **Ctrl + Shift + D** = Double- underlines the selected text in a document.
52. **Ctrl + Shift + W** = Underlines the selected words but not the spaces.
53. **Shift + F3** = Changes selected text from small to capital letters or vice-versa
54. **Ctrl + F2** = Print Preview
55. **Home** = Select cursor paragraph line Starting point.
56. **End** = Select cursor paragraph line Ending point.
57. **F7** = Display's Checks Spelling and Grammar in your document.
58. **Ctrl + F3** = Spike Cut (special cut)your selected text or object.
59. **Shift + Ctrl + F3** = Spike Paste (special paste only once) your spike cut text or object.
60. **Ctrl + Enter** = Insert a page break at the cursor's current location.
61. **Page UP / Down** = Move the cursor up or down by a page.
62. **Ctrl + =** = Subscript (i.e. X₂)
63. **Shift + Ctrl + +** = Superscript (i.e. X²)
64. **Insert** = Lets you insert an alphabet at a selected location in the document when on.
65. **F2** = Rename - Insert cursor in the active icon / folder / cell - MS Excel..
66. **F12** = Display's Save As dialog box in your document/slide/spread(Excel)sheet).
67. **Tab** = More space(use 5 times spacebar) / To jump between options in the dialog box
68. **Shift + Tab** = Tab work's Reverse direction.
69. **Ctrl + Tab** = To rapidly jump between selected main options of the dialog box.
70. **Ctrl + 9** = Hide all selected rows in the active work sheet. (MS Excel).
71. **Ctrl + Shift + (** = Show all hidden rows in the active work sheet. (MS Excel).
72. **Ctrl + 0** = Hide all selected columns in the active work sheet.(MS Excel).
73. **Ctrl + Shift +)** = Show all hidden columns in the active work sheet.(MS Excel).
74. **Ctrl + Space bar** = Select the current column in the active workbook.(MS Excel).

75. **Shift + Space bar** = Select the current row in the active workbook. (MS Excel).
76. **Shift + Ctrl + ~** = Apply the general format style in the active cell. (MS Excel).
77. **Ctrl + 1** = Display's the Format cells dialog box. (MS Excel).
78. **Alt + =** = auto select sum formula in the active cell. (MS Excel).
79. **Alt + Enter** = Begin a new paragraph line in the active cell. (MS Excel).
80. **Shift + Ctrl + +** = Display's Insert rows / columns / shift cells right / down dialog box in the active sheet. (MS Excel).
81. **Ctrl + -** = Display's Delete rows / columns or shift cells left / up, dialog box in the active worksheet.(MS Excel).
82. **Alt + Left Shift + Print Screen** = Lets you applies High Contrast Display – On/Off
83. **Alt + Left Shift + Number Lock** = Lets you applies mouse pointer controls with the numeric keypad on keyboard – On/Off
84. **Shift + Ctrl + E** = Enable Track changes of the text in the active document.
85. **Alt + Ctrl + M** = Enable New Comment of the selected word in the active document.
86. **Ctrl +Shift + N** = Normal style in the active paragraph(Reset all with font)
87. **Alt + Ctrl + S** = Split the active document window (Displays two windows Up/ Down)
88. **Alt + Shift + C** = Remove split the active document window.
89. **Contextual / File menu** = Display's the selected file properties / For Checks Spelling and Grammar in your document.
90. **F6** = To select displayed task pane (i.e. Document recovery / mail merge etc.) in the window / Jump between options (i.e. Document / Zoom options / Menu bar)active document.
91. **Alt + Ctrl + U** = Remove border in the active table.
92. **Ctrl + Shift + Enter** = Lets you split a table into multiple tables (Table break)
93. **Shift + F11** = Insert a new sheet(4,5..) in the active work book (ALT + SHIFT + F1) (MS Excel)

94. **Ctrl + Page Up / Down** = Move to the next or previous worksheet in the active work book.(Ex. Sheet 1, Sheet 2..). (MS Excel).

95. **Ctrl + Shift + &** = Apply an outline border to the selected cells. (MS Excel).

96. **Ctrl + Shift + _** = Remove the outline border from the selected cells.(MS Excel).

97. **Shift + Ctrl + L** = Enable options for filtering of the selected cells. (MS Excel).

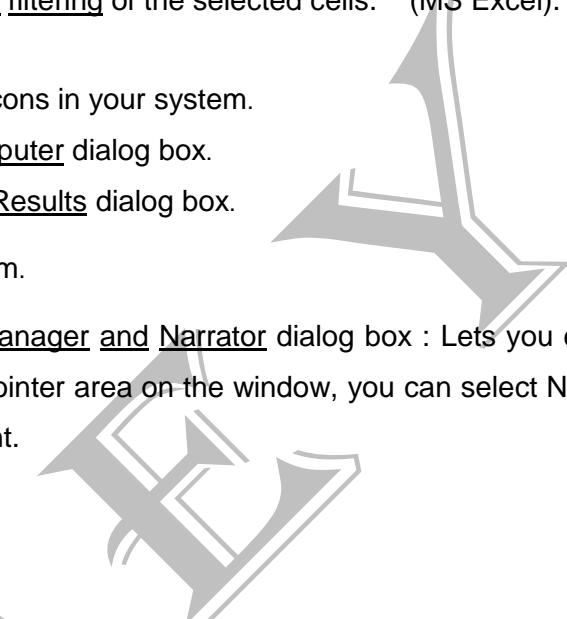
98. **Windows + M** = Select desktop / Icons in your system.

99. **Windows + E** = Display's My Computer dialog box.

100. **Windows + F** = Display's Search Results dialog box.

101. **Windows + L** = Log off your system.

102. **Windows + U** = Display's Utility Manager and Narrator dialog box : Lets you can select Magnifier for magnifier your mouse pointer area on the window, you can select Narrator for typing text to speech in your document.



Exercise - V

Notepad

Notepad is used for creates and edits text files using basic text formatting.

To Opening Notepad : Start Button → Programs / All Programs → Accessories → Notepad → Enter Button.

- ✓ **Windows / Start button + R = Display Run dialog box → Type the file name (notepad). in the text box → Enter (Press) for open your typed file.**

Notepad

Key Commands and Option Keys :

1. **Shift +** Selecting shift while typing changes the capitalization of the letters being typed.
2. **Caps Lock on/off** = Lets you type in Capital letters when on.
3. **Shift + Arrow** (Right / Left) = Selection from inserted cursor point towards Right/Left.
4. **Shift + Arrow** (Up / Down) = Selection from inserted cursor point towards Up/Down.
5. **F5** = Insert Date and Time only on the notepad file.

6. **Back Space** = To erases back side letters in the paragraph from active cursor point. .
And applies back in the dialog box.
7. **Delete** = Delete the selected files or objects. / To delete front side letters in the paragraph from active cursor point.
8. **Escape** = Lets you select this option will be close a selected drop-down list, cancel a command and close a dialog box.

❖ **Edit/ Home** (Menu Tab Option) : This menu item lets you edit the text in your document.

Common Mistake : If you are editing and nothing changes, make sure you have something selected, otherwise edit will not work !

1. **Ctrl + A** = Select all the items in the document.
2. **Ctrl + C** = Copy the selected text.
3. **Ctrl + X** = Cut the selected text.
4. **Ctrl + V** = Paste the selected copied/cut text.
5. **Ctrl + Z** = In case you make a mistake, use this key to Undo your last action in notepad.

WARNING : If you press Delete by mistake after selecting all, then you will lose everything. Hit CTRL + Z in that case.

❖ **Format** (Menu Tab Option) : This menu item lets you edit the way text looks in your document.

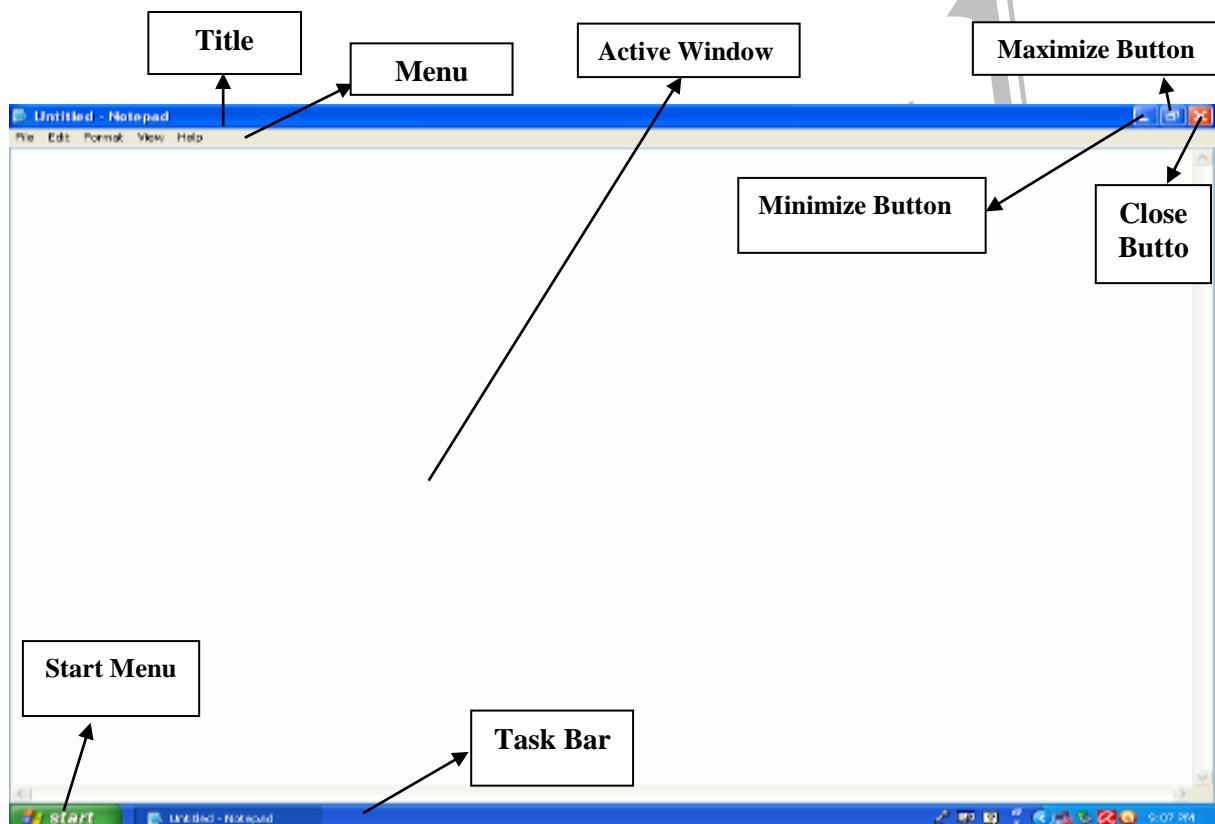
- 1) **Alt → O(Format Tab) → W(Word Wrap)** : Lets you (word) wrap the text in the viewable (Desktop) area.

- . Note : → Arrow Symbol) = This symbol is meaning for Next selecting option

2) **Alt** → **O**(Format Tab) → **F**(Font) : Display the Font dialog box, where you can change the font (Alt + F), its style(Alt + Y), and the size(Alt + S). Hit **Escape** to exit dialog box without changing the font.

Note : If you are open any dialog box, you have select any option with command ALT + Underline alphabet in the text (Borders ,Color option,)

❖ Note pad File options preview:



Notepad Options Displayed on Windows OS

- 1) **Title bar** : Display the file name and name of the application (at the top of the document window).
- 2) **Menu bar** : The menu bar will be displayed below title bar
- 3) **Scroll bar** : Shows location within the document. Click and drag the scroll box to move within the windows.

4) Task Bar : Displayed the task bar at the bottom of the desktop. Options displayed on the task bar - To the left side Start button, right side Time indicator and will be currently working the name of applications etc.

5) Maximize button : (ALT + Spacebar →X) Maximizes or expands the window to fill the entire screen area.

6) Minimize button : (ALT + Spacebar →N) Minimizes or reduces the window to an icon.

7) Moving Button : (ALT + Spacebar →M) To move the window around the screen, with the left mouse button depressed on the title bar..

8) Restore button : (ALT + Spacebar →R) Restore the (Maximized window) window to its previous size.

9) Close button : (ALT + F4) Close the active window / application and the child windows within it

10) Workspace : To the work space in the application window.

Practice your Typing skills

Typing alphabetical keys middle row on keyboard - 1

1. asdfg ;lkjh asdfg ;lkjh
asdfg ;lkjh asdfg ;lkjh

Typing alphabetical keys up row on keyboard - 2

2. qwert poiuy qwert poiuy
qwert poiuy qwert poiuy
3. Type words model : add eyes oil seed dog quit feeder test heal goat kid just pig weak right eat;
4. Try formatting options such as fonts, font styles, font size, and word wrapping text.

Exercise - VI

WordPad

WordPad is used for creates and edits text documents with complex formatting.

To Opening WordPad : Start Button → Programs / All Programs → Accessories → WordPad → Enter Button.

- ✓ **Windows / Start button + R** = Display **Run** dialog box → Type the file name (wordpad). in the text box → Enter (Press) for open your typed file.

WordPad

❖ **Open a Minimized File :** Lets you select a minimized file on the taskbar.

- 1) **Alt + Tab** = Open a minimized application.
- 2) **Alt + Esc → Enter** = Lets you select for open a minimized application/document.

❖ **Formatting / Home Toolbar :** You can change the way your text looks in the document using this toolbar.

- 1) **Alt → Ctrl + Tab** = To rapidly select toolbars (or) select the in the active opened sub file box
- 2) **Alt → H(Home Tab)** = Displayed Key command (i.e. **F1 = F → 1**) for Format and other options in Windows-7/8/10 OS.

Note: 1) → (Arrow Symbol) = This symbol is meaning for Next selecting option

2) **Alt → “Ctrl + Tab”** _Depress the “**Ctrl**” key while pressing the “**Tab**”.

❖ **Font Type :** Use this option for opens the Font dialog box. Where you can change the font, its style, and the size.

1. **Alt → O(Format Tab) → F** = Lets you select Font dialog box - Use in windows XP.
2. **Alt → H(Home Tab) → F1** = Lets you select Font type box in the Home Tab tools.
- Use in windows 7/8/10 OS.

❖ **Font Dialog box :** Displayed Font Dialog box. (Show in underline text in the dialog box options)

- 1) **Alt + F** = Lets you select Font box in the active font dialog box
- 2) **Alt + C** = Lets you select Color box in the active font dialog box.

Note : If you are open any dialog box, you have select any option with command ALT + Underline alphabet in the text (Font, Color...)

❖ **Tab Options :** Depending on the context, you may use the TAB button to:

1. **Tabs Button** = Add spaces in a document / To jump between menu items on a toolbar or a dialog box,

2. **Shift + Tab** = To jump between menu items on a toolbar or a dialog box in the Reverse direction.
3. **Ctrl + Tab** = To rapidly jump between selected main options of the dialog box.
4. **Shift + Ctrl + Tab** = To rapidly jump between main options in the Reverse direction.

❖ **Changing Font Styles :**

1. **Ctrl + B** = Bold the selected text(on/off)
2. **Ctrl + I** = Italicize the selected text(on/off)
3. **Ctrl + U** = Underline the selected text(on/off)

❖ **Changing Alignment :**

1. **Ctrl + L** = Left alignment the selected text(on/off)
2. **Ctrl + E** = Center alignment the selected text(on/off)
3. **Ctrl + R** = Right alignment the selected text(on/off)
4. **Ctrl + J** = Justify alignment the selected text(on/off) (i.e. Evenly aligns the left and right margins at the same time – use in Windows–7/8/10 OS)

❖ **Changing Font Sizes :**

1. **Shift + Ctrl + >** = Increases the font size of the selected text
2. **Shift + Ctrl + <** = Decreases the font size of the selected text

❖ **Insert Bullet point :**

- 1) **Shift + Ctrl + L** = Insert bullet point (Apply to the cursor line).

Note : Use **L** for changing bullet point type.

❖ **Finding and Replacing Text :**

- 1) **Ctrl + F** = Find a specific piece of text in the document
- 2) **Ctrl + H** = Replace a specific piece of text with another text.

❖ **Font Color :** Use this option for changing to selected font color to be applied for the selected text,

- 1) Show Font Color option in the Format menu tab toolbar- Use in Office 2003.
- 2) **ALT →H** (Home Tab) →**C2** = Select Font Color option file display in Windows–7/8/10.

❖ **Insert** (Show in Home / File Menu options) : Insert to the selected place -Insert option file display in Windows – 7/8/10 OS.

- 1) **ALT →H →P1** = Insert Picture to the current Document.
- 2) **ALT →H →W** = Insert Paint Drawing to the current Document..
- 3) **ALT →H →D** = Insert Date and time to the current document

❖ **Word Wrap Options** : Select Word wrapping option to change how text appears on your screen(Windows – 7/8/10 OS).

- 1) **ALT →W →V →N** = No Wrap to the current Document.
- 2) **ALT →W →V →W** = Wrap to window to the current Document.
- 3) **ALT →W →V →R** = Wrap to ruler to the current Document.

❖ **Ruler Bar** : You can use ruler to measurement units and line up text and objects in the document. (Windows – 7/8/10 OS)

- 1) **ALT →V (View) →R** = Ruler bar show (or) hide to the current Document.
- 2) **ALT →V →M →C** = Centimeters of the ruler bar.
- 3) **ALT →V →M →P** = Points of the ruler bar.
- 4) **ALT →V (Measurement units) →I** = Inches of the ruler bar.

❖ **Sheet/Document Zoom options** : You can use zoom of the document. (Windows – 7/8)

- 1) **ALT →V →J** = **100%** of the Normal size of the document
- 2) **ALT →V →I** = Zoom in on the document.
- 3) **ALT →V →O** = Zoom out on the document.

Practice your typing skills

1. Typing alphabetical keys end row on keyboard - 3

zxcvb /.,mn zxcvb /.,mn
zxcvb /.,mn zxcvb /.,mn

2. Type words model : Empower Ashoka, Elephant, Monkey, Zebra, Bus, Car, Narrow, Exit, Vet, Space, Arrow, Wing.

3. Typing special numerical keys up row on keyboard - 4

`~!@#%^&*()_-+=[]{}|:;?/

`~!@#%^&*()_-+=[]{}|:;?/

4. Typing numerical keys (Num. lock key on for use Number keyboard) right side on keyboard - 5

1472583690 1472583690

1472583690 1472583690

5. Try formatting options such as changing text color, increasing/decreasing font sizes, adding bullet points etc.
6. Learn how to use Tab key option in the active dialog box ?
7. Learn how to use Tab key Find and Replace ?



Exercise - VII

Microsoft Office - Word

MS-Word is software used for creates and edits professional looking documents such as letters, papers, reports and booklets.

To Opening M S Word : Start Button → Programs / All Programs→ Microsoft Office →Microsoft Office Word →Enter Button.

- ✓ **Windows / Start** button + R = Display **Run** dialog box →Type the file name (winword) in the text box →Enter (Press) for open your typed file.

M S Office Word

Key Commands and Option Keys :

1. **Ctrl + F1** = Lets you select displays Task pane(Ribbon) bar Show / Hide.
2. **F6** = To select document options(i.e. Menu bar / document / Zoom etc) and displayed (i.e. clip art/mail merge etc.)pane in the window, use in arrow keys for next option from the selected option.
3. **Ctrl + J** = Justify the selected text/Para in the document. (evenly aligns the left and right margins at the same time).
4. **Ctrl + Enter** = Insert a page break at the cursor's current location.
5. **Insert(Button)** = Lets you insert an alphabet at a selected location in the document when on.(on/off).
6. **Alt → H (Home Tab) → SO(Sort)** = Lets you can applies ascending or descending alphabetize order the selected text or sort numerical data.
7. **Alt → H (Home Tab) → 4(Strike through)** = You can draw a line through the middle of the selected text. (on / off)

Note : 1. → (Arrow Symbol) = This symbol is meaning for Next selecting option

2. “ **Ctrl + Enter** ” _Depress the “**Ctrl** “ key while pressing the “**Enter**”.

- ❖ **File** : Menu options allow you to create, edit, save and print documents. Some of the more useful Key Commands are:
 1. **Ctrl + N** = Allows you to create a new sheet.
 2. **Ctrl + W** = Closes the current document.
 3. **Ctrl + Y** = Redo a certain change(Last action repeat).
 4. **Ctrl + Z** = Undo a certain change. In case you make a mistake, you may undo up to 10+ actions of the document.
- ❖ **Checks Spelling and Grammar** : Lets you can Checks Spelling and Grammar in your document.
 1. **File Button / Contextual menu Button** = You can put the cursor at the incomplete (red color underlines) word for Checks Spelling and Grammar..
 2. **F7** = Display Spelling and Grammar dialog box for Checks Spelling and Grammar in your document.

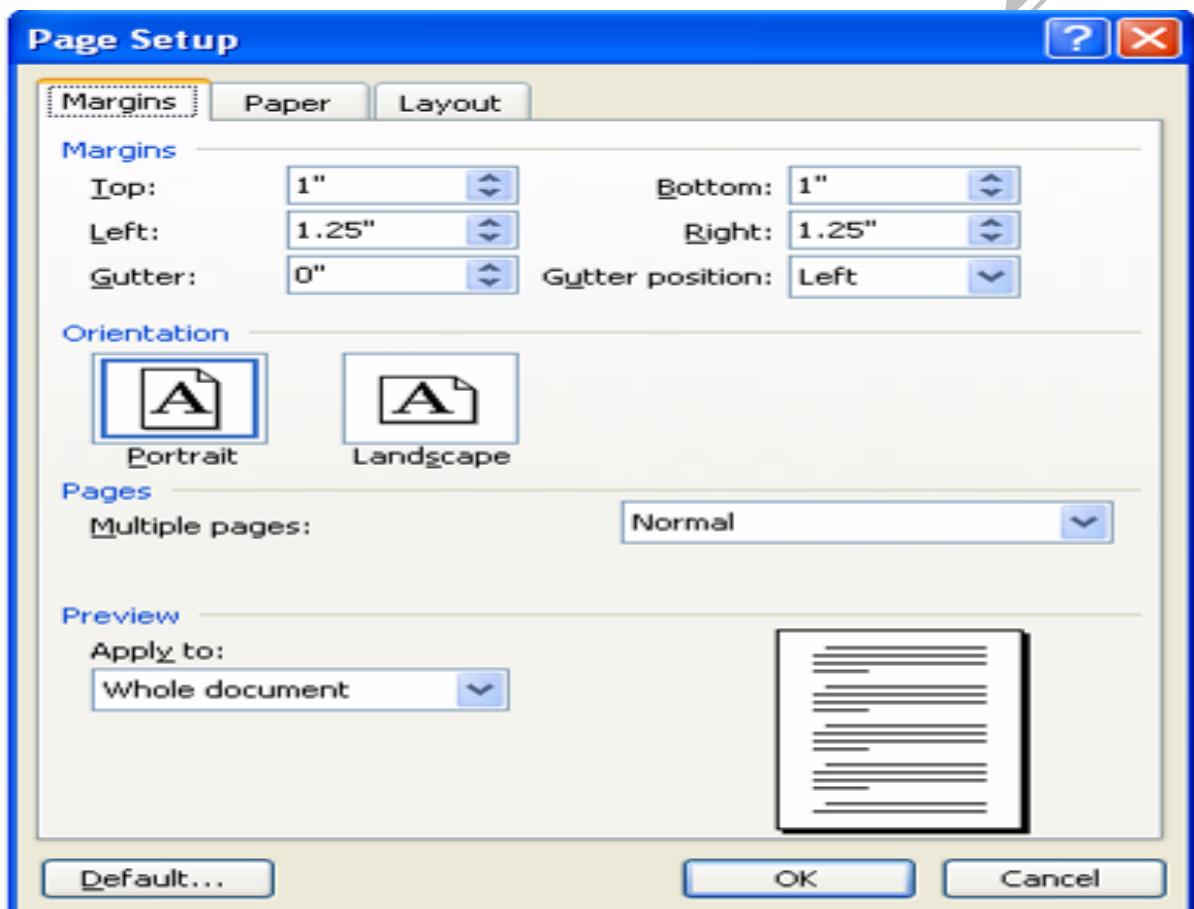
Page Setup

- ❖ **Page Setup :** Allows you to design the way a page is laid out, and affects the way a document looks when it is printed. Some of the more common features under page setup include: page orientation, size of the printed document and margins.

1) **Alt → F (File) → U (Page Setup) = Display Page Setup dialog box - Use in Office 2003**

2) **Alt → P (Page Layout) → S P (Page Setup) = Display Page Setup dialog box - Use in office 2007/10.**

- ❖ **Page Setup :** Dialog Box display (Figures 1, 2, 3 & 4)

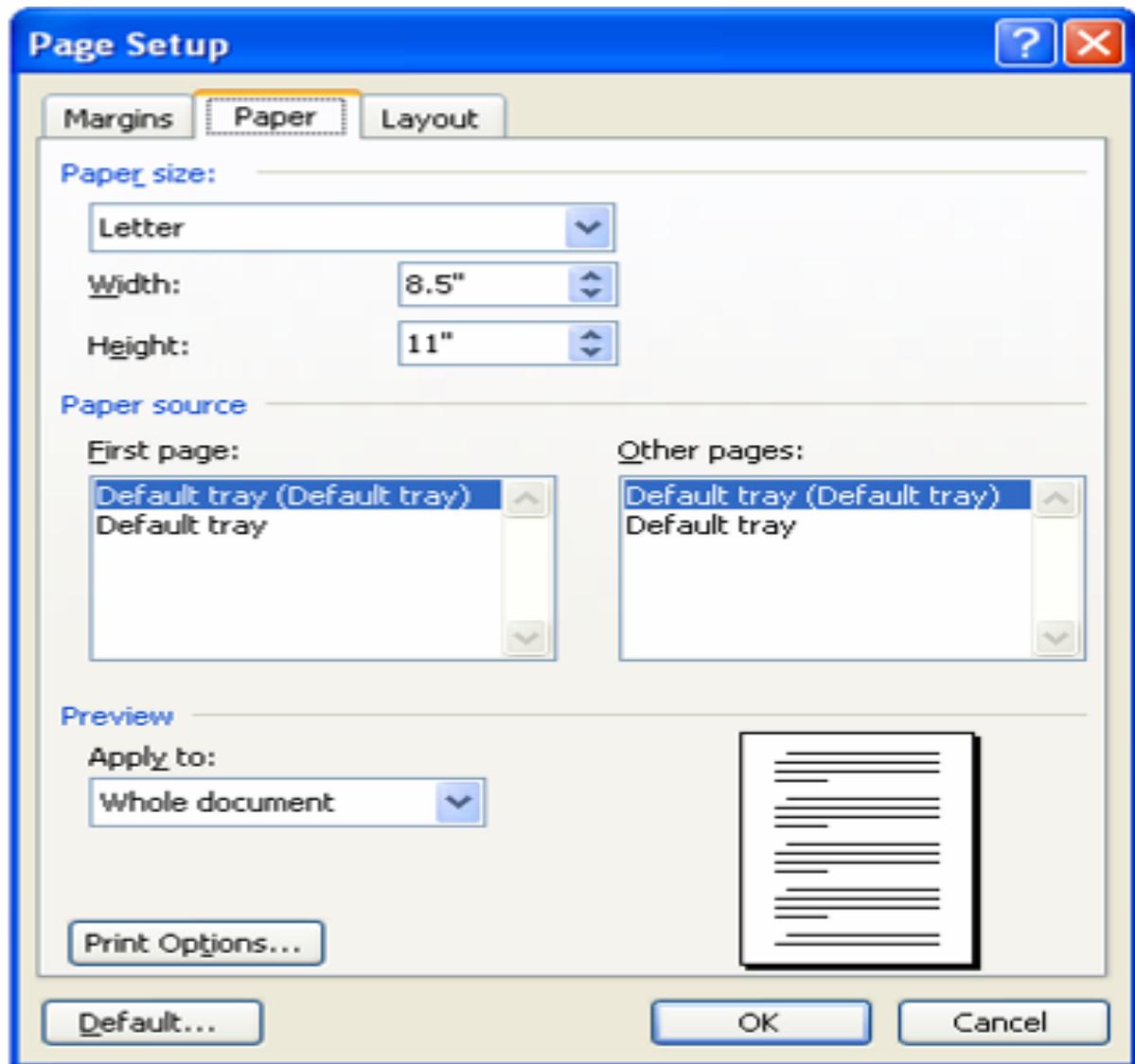


Page Setup: Margins Dialog box mode: Figure 1

- ❖ **Page Setup :** This displays or changes the current page height, width, left margin, right margin, top and bottom margin settings.

- ✓ **Margins Option :** It can be used to edit paper margins and Portrait/ Landscape.

- 1) **Margins** : It can be used to select top/bottom/right/left side margins of the page.
- 2) **Orientation** : It can be used to select the page type as Portrait/ Landscape
- 3) **Pages** : It can be used to select page margins. Ex. normal, book fold, mirror margins.
- 4) **Applies** : It can be used to select margins setup for the whole document.

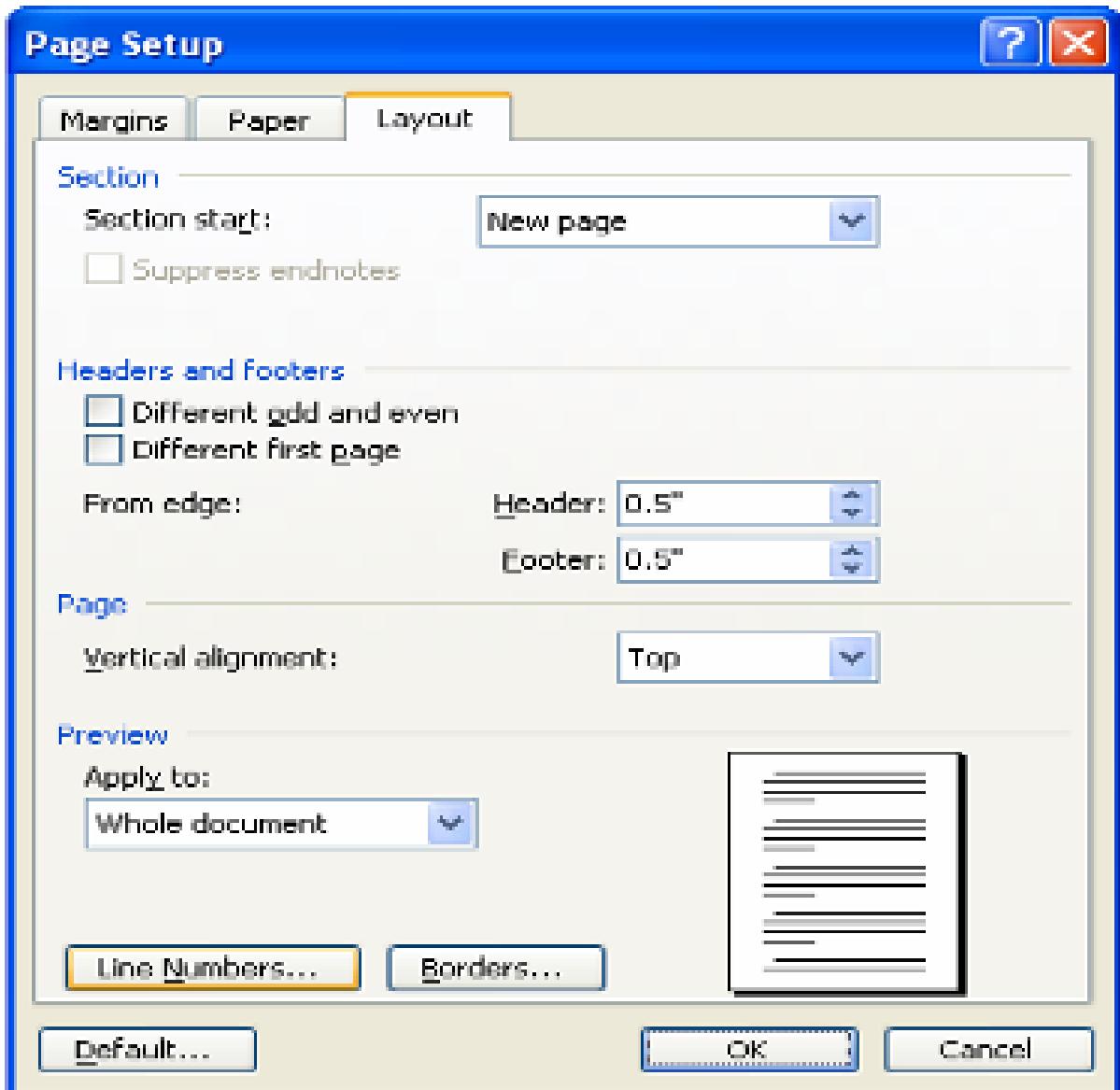


 . Page Setup : Paper Dialog box mode : Figure 2

- ✓ **Paper Option** : It can be used to select paper size (or) custom size width and height.

- 1) **Paper Size** : It can be used to select page size as Letter, Legal, A4, A3 etc.
- 2) **Applies** : It can be used to select page setup for the whole document.

- 3) **Print options** : It can use the dialog box options to select print page numbers level and set up the whole document. (Ex. Options for duplex printing: Front of the sheet page number select level 1, 3, 5 and back of the sheet 2, 4, 6) and select the setup printer type.



Page Setup : Layout Dialog box mode : Figure 3

- ✓ **Layout Option** : It can be used to select paper size (or) custom size width and height
 - 1) **Section → Section start** → It is used to select for new document/continuous..
 - 2) **Header and footers → From edge** → It can be used to select the page's header and footer edit edge.
 - 3) **Page → Vertical alignment** → It can be used to select vertical alignment as Top / center / Bottom / Justified.

4) **Applies** : It can be used to select page setup for the whole document..

5) **Line Numbers Option** (open dialog box) →

Practice your skills

1. Try typing the following:

“Lead Youth to Lead India to Lead the World By 2020”

“Lead Youth to Lead India to Lead the World By 2020”

2. Type a news article from an English News Paper.

3. How do you type paragraphs?

4. Learn how to set up Page Margins, Borders, Paper size and Page break ?

5. How do you select Spelling and Grammar ?



Exercise - VIII

M S Office Word

Key Commands and Option Keys :

❖ **Letters Format :** Switches the capitalization and Changes selected text vice-versa.

- 1) **Shift + F3** = Changes selected text from small to capital letters or vice-versa.
- 2) **Shift + Ctrl + A** = Switches the capitalization of the selected text.
- 3) **Shift + Ctrl + K** = Switches the format letters as small capitals of the selected text.

❖ **Spike Cut & Paste :** Spike Cut and Paste allows you to cut and paste multiple pieces of content at the same time.

- 1) **Ctrl + F3** = Spike Cut allows you to cut multiple pieces of content at the same time.
- 2) **Shift + Ctrl + F3** = Spike Paste allows you to paste text. However the paste will only work once.

❖ **Font box :** Allows you to change the font type in the Home Tab/Format toolbar.

- 1) **Shift + Ctrl + F** = Cursor select font box cell in the formatting toolbar - Use in Office-2003.
- 2) **Alt → H (Home) → FF** = Cursor select in the Home Tab toolbar (font) cell - Use in Office-2007/10.

❖ **Font Size :** Allows you to change the font size in the Format toolbar.

- 1) **Ctrl + Shift + P** = Cursor select in the formatting toolbar (font size) cell - Use in Office-2003.
- 2) **Alt → H (Home) → FS** = Cursor select in the Home Tab toolbar (font size) cell - Use in Office-2007/10.

❖ **Font Size Key Commands :** Lets you directly change to the font size in the document.

- 1) **Shift + Ctrl + >** = Increases the font size of the selected text.
- 2) **Shift + Ctrl + <** = Decreases the font size of the selected text.
- 3) **Ctrl +]** = Active font size one step increases of the selected text.
- 4) **Ctrl + [** = Active font size one step decreases of the selected text.

❖ **Font Color :** This option allows you to change the color of the text. - Show option in the Formatting / Drawing tool bar -- Use in Office-2003

1) **Alt →H (Home Tab) →F C (Font Color)** = Use in Office 07/10.

❖ **Text Highlight Color :** This option allows you to make text look like it was marked with a highlighter pen (selected paragraph area) color of your choice. - Show option in the Formatting tool bar -- Use in Office-2003.

1) **Alt →H (Home Tab) →I (Highlight Color)** = Display Highlight color box in the active Home tab bar - Use in Office 07/10.

❖ **Format Painter :** Copy formatting from one place and apply it to another in the document.

1) **Shift + Ctrl + C** = Lets you select Copy formatting from one place.

2) **Shift + Ctrl + V** = Allows you to Paste the same formatting to multiple places.

❖ **Shade Color :** Color the background behind the selected text or paragraph.

1) **Alt →H(Home Tab) →H(Shade Color)** = Use in Office 07/10.

Practice your skills

1. Learn how to use format painter ?
2. Learn how to use restore a minimized file ?
3. Learn how to directly change to the font size the selected paragraph ?
4. Learn how to applies the capitalization and changes selected text or vice-versa ?
5. Learn how to apply shade color , font color, highlight color ?
6. Learn how to format letters and spike cut and paste ?

Exercise - IX

Insert Options and Create a Letter - 1

❖ Direct inserting information into your document :

1. **Alt + Shift + D** = Inserts today's date into the document.
2. **Alt + Shift + T** = Inserts current time into the document.
3. **Alt + Shift + P** = Inserts current page number into the document.

4. **Ctrl + Shift + L** = Inserts bullet point into the document.
5. **Alt + Ctrl + L** = Inserts Numbering points into the document.

❖ Insert : Displayed Insert file in menu(Tab options) bar:

1. Date & Time : Activate the date and time dialog box

- 1) **Alt → I (Insert Tab) → T (Date & Time)** = Use in office 2003
- 2) **Alt → N (Insert Tab) → D (Date & Time)** = Use in office 2007/10.

2. Page Number : This option allows you to Insert a selected number from the Page Number dialog box.

- 1) **Alt → I (Insert Tab) → U (Page Number)** = Use in office 2003
- 2) **Alt → N (Insert Tab) → N U (Page Number)** = Use in office 2007/10.

3. Symbol : This option allows you to Insert a selected symbol from the Symbol dialog box.

- 1) **Alt → I (Insert Tab) → S (Symbol)** = Use in office 2003
- 2) **Alt → N (Insert Tab) → U (Symbol)** = Use in office 2007/10.

4. Equation : This option allows you to Insert common mathematical equations or buildup your own equations.

- 1) **Alt → N (Insert Tab) → E (Equation)** = Use in office 2007/10.

Important Note : **F1 = Help :** To open Word Help task pane(show/hide) for browse your problem is detailly explained and solved → Type your any option / key command problem issue in search box → Press Enter Key – browse and read your problem solve options.

Letter Typing Model – 1

Leave Letter (*Used Key Commands :Ctrl + L, Shift + Ctrl + > (Font Size 14), Ctrl + B*)

August 16, 2015, (*Shift + Ctrl + < (Font Size 11), Alt N D*)

KALIGOTLA - 534198. (*Shift + F3*)

To

The Class Teacher,

Z P H School,

BAVAIPALEM - 534198. (*Shift + F3*)

Respected Sir,

I (Raman Priyadarshine Chintalapati) am studying in 10th class with my Pin No.4488 and I am suffering from fever so, please grant me a leave for 4 days. That is 17/08/2015 to 20/08/2015.

(*Ctrl + J for justify the selected paragraph*)

Thanking You.

Yours Faithfully.

Raman Priyadarshine Ch

(Raman Priyadarshine Chintalapati) (*F7, Alt + I*)

Practice your skills

1. Learn how to insert date and time ?
2. Learn how to Justify the active paragraph ?
3. Learn how to insert page number and symbol in your document ?
4. Learn how to Insert common mathematical equations in active document?(Office – 2007/10.



Exercise - X

Create a Letter - 2

Key Commands and Option Keys :

1. **Ctrl + F6** = Works similar to Alt + TAB however, you will cycle only through your above 2 M.S. Word documents.
2. **Shift + Enter** = Insert a line break to the active paragraph line.
3. **Ctrl + Shift + Enter** = Insert a column break in the active document.
4. **Ctrl + Delete** = Deletes one word towards the right side.
5. **Ctrl + Backspace** = Deletes one word to the left side.

❖ **Heading Styles** : apply to the pre-formats heading style of the selection on the document.

1. **Ctrl + Alt + 1** = This pre-formats the line to a 14/16 Pt. bold style.
2. **Ctrl + Alt + 2** = This pre-formats the line to a 13/14 Pt. bold and Italic style.
3. **Ctrl + Alt + 3** = This pre-formats the line to a 11/13.5 bold style.

❖ **Paragraph Line Spacing** : Line spacing determines the amount of vertical space between the lines of text in a paragraph

1. **Ctrl + 0** = Sets selected Paragraph Line Spacing above the line to 12 Pt (On/Off)
2. **Ctrl + 1** = Line Spacing to 1.0
3. **Ctrl + 5** = Line Spacing to 1.5
4. **Ctrl + 2** = Line Spacing to 2.0

❖ **For moving Paragraph or hard line** : Lets you select cursor point for moving or spacing from the starting sentence in the Para middle line.

- 1) **Alt + Shift + Arrow keys Up / Down** = Lets you move the selected paragraph up / down in the active document.
- 2) **Shift + Ctrl + Space** = No-break space key command for adding spaces in a sentence without adding a new line.
- 3) **Enter** = Break space for adding next paragraph spaces in a sentence without adding a new line.

Letter Typing Exercise :

❖ Letter Typing Model – 2, (*used all paragraph Line Spacing Ctrl + 2*)

LEAVE LETTER

(*Use Key Commands Ctrl + E, Shift + F3, Ctrl + U*)

(*Ctrl + R, Alt N D*) August 16, 2015,

(*Shift + F3*) KALIGOTLA - 534198.

To, (*Ctrl + L*)

The Class Teacher,

Z P H School,

BAVAIPALEM - 534198. (*Shift + F3*)

(*6 times Spacebar*) Respected Sir,

(*Use more times Spacebar*) I (Raman Priyadarshine Chintalapati) am studying in 10th class with my pin no.4488 and I am suffering from fever so, please grant me a leave for 4 days. That is 17/08/2015 to 20/08/2015. (*Ctrl + J for justify the paragraph*)

Thank You Sir. (*Ctrl + E*)

(*Ctrl + R*) Yours Faithfully,

Raman Priyadarshine Ch

(*F7, Alt + I*) (Raman Priyadarshine Chintalapati)

Practice your skills

1. Learn how to try hard line moving and page break apply ?
2. Learn the use of alignment Key Commands CTRL+R, CTRL +L, CTRL+E.
3. Learn how to use this key command SHIFT + F3.
4. Learn how to move the selected paragraph up / down ?
5. Learn how to applies to the selected paragraph line spacing ?
6. Learn how to delete words in your document ?

Exercise - XI

Typing Letter Model - 3

Key Commands and Option Keys :

1. **Ctrl + =**(Equal to sign) = Subscript the selected text.(**X₂**)
2. **Shift + Ctrl + +**(Plus sign) = Superscript the selected text (**X²**)
3. **SHIFT + F5** = You can see after opening a document, to the location you were working in when the document was last closed.
4. **Ctrl + D** = Displays the format/font dialog box for changing formatting in a document.
5. **Ctrl + Shift + D** = Double- (_____) underlines the selected text in a document.
6. **Ctrl + Shift + W** = Underlines the selected words but not the spaces.
7. **Ctrl + Minus sign** = En dash (-----)Hits to insert line in the active document area.
8. **Alt + Ctrl + Minus Sign** = Em dash (-----)Hits to insert line in the active document area
9. **Ctrl + Shift + Hyphen** = None breaking hyphen (-----)Hits to insert line in the active document area.
10. **Ctrl + Spacebar** = Remove manual character formatting in selected text
11. **Ctrl + Shift + Spacebar** = Create non-breaking space in the active document.
12. **Page Down** = Move the cursor down by a page.
13. **Page Up** = Move the cursor up by a page.
14. **Ctrl + Alt + Page Down** = Move the cursor down to the bottom of the visible page.
15. **Ctrl + Alt + Page Up** = Move the cursor up to the top of the visible page.

❖ **Extend mode :** This option allows you start selection in the document, put the cursor point at the starting of the text in the active document.

- 1) **F8 = Extend mode on** : F8 + Arrow key press for selection to be start at the cursor point in the active document.
- 2) **ESC = Extend mode off** : to cancel selection extend mode.

Important Note : **F1 = Help** : To open Word Help task pane(show / hide) for browse your problem is detailly explained and solved →Type your any option / key command problem issue in search box →Press Enter Key – browse and read your problem solve options.

❖ Letter Typing Model – 3

LEAVE LETTER

(Use Key Commands (*Ctrl + E, Shift + F3, CTRL+B, Shift + Ctrl + W*)

(*Ctrl + R, Alt N D*) August 16, 2015,

(*Shift + F3*) KALIGOTLA-534198.

To (*Ctrl + L*)

The Class Teacher,

Z P H School,

BAVAIPALEM- 534198. (*Shift + F3*)

(6 times Spacebar) Respected Sir,

(Use more times Spacebar) I (Raman Priyadarshine Chintalapati) am studying in 10th class with my pin no.4488 and I am suffering from fever so, please grant me a leave for 4 days. That is 17/08/2015 to 20/08/2015. (*Ctrl + J* for justify the selected paragraph)

Thank You. (*Ctrl + E*)

(Use space bar to move to the right side)..... Yours Faithfully,

Raman Priyadarshine Ch

(*F7, Alt + I*) (Use space bar to move to the right side)..... (Raman Priyadarshine Chintalapati)

The goal of this exercise is to:

1. Learn how to select double underline and Underlines the selected words but not the spaces.?
2. Learn how to applies the alignments for the active letter in the paragraph?
3. Learn to insert date and time information

EXTRA CREDIT:

1. Type out a letter from the newspaper, and see how well you can do it.

Exercise - XII

Header & Footer, Sheet Background

❖ **Header and Footer Tools :** Allows you to insert / edit headers or footers into the document.

1. **Alt →V(View) →H(Header & Footer)** = Display Header & Footer Options toolbar. - Use in office 2003.
2. **Alt →N →H(Header)** = Display Header options dialog box. and edit the header of the document. Use in office 2007/10.

Note : The content in the header will appear at the top of each printed page.

3. **Alt →N →O(Footer)** = Display Footer options dialog box. and edit the footer of the document - Use in office 2007/10.

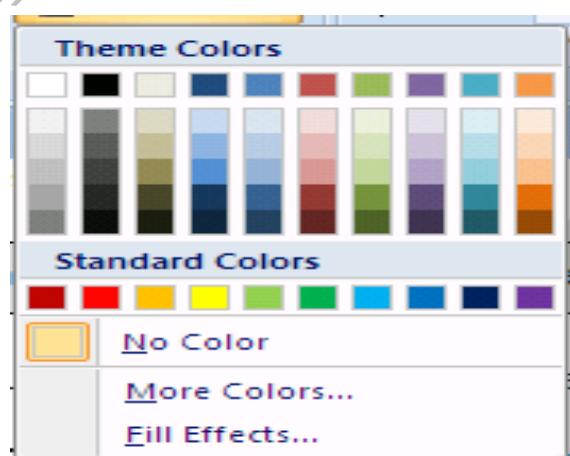
Note : The content in the footer will appear at the bottom of each printed page.

4. **Escape** = You have deactivate the header or footer selections.

5. **Alt + Shift + R** = Copy the header or footer used in the previous section of the document.

❖ **Sheet background / Page Color :** You can choose a color for the background of the page in the active document.

- 1) **Alt →O →K** = Lets you select Sheet background - Use in office 2003.
- 2) **Alt →P (Page Layout) →P C (Page Color)** = Lets you choose a color for background of the page- Use in office 2007/10.

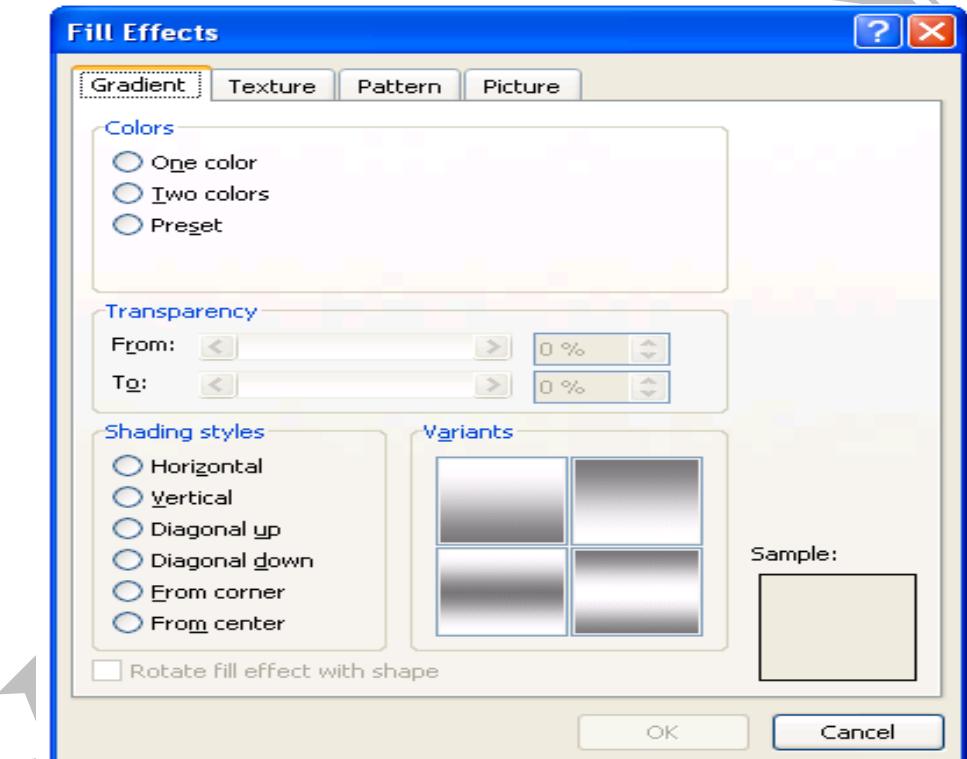


✓ **Theme Color** : Lets you see display Theme Color dialog options...

- 1) Use the up and down arrows to select the appropriate colour box.
- 2) **N = No Color** : Lets you select No colour.
- 3) **M = More Colors** : Lets you select color other than the ones offered
- 4) **F = Fill Effects** : Lets you add a fill effect to the document in terms of. Display fill effects dialog box.

Note : You have choose to select a theme color / fill effect for background of the page

✓ **Fill Effects Dialog Box** : (Use CTRL + TAB : For main tab options select in the dialog box)



1) **Gradients Tab** : You may edit color options and choose a different style color.

2) **Textures Tab** : Lets you see to select a different texture.

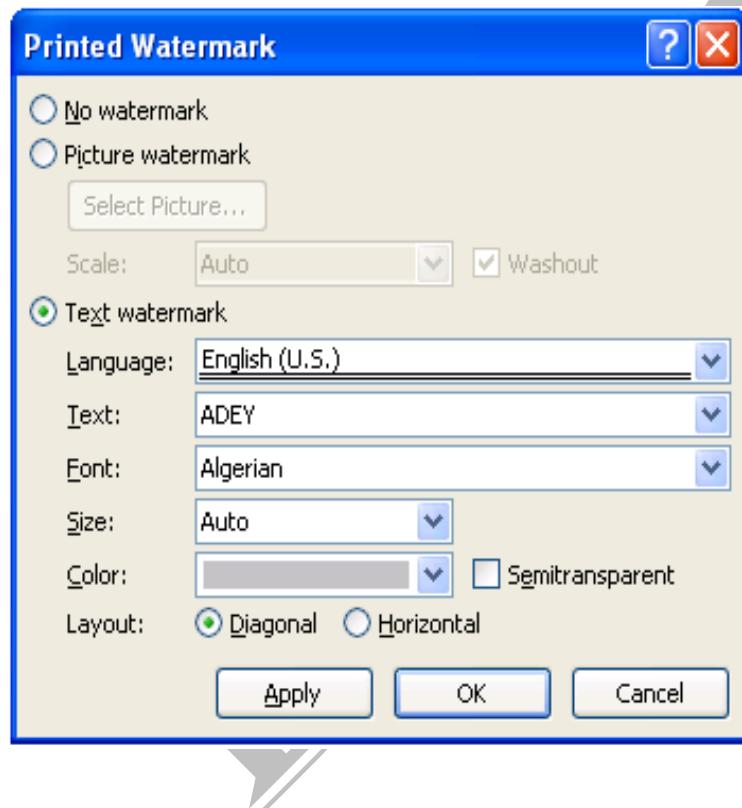
3) **Pattern Tab** : Lets you edit pattern color and see to select the pattern style.

4) **Picture Tab** : Select the Select Picture option →Display the Insert Picture dialog box
→You can select a picture in the file box →Select Insert option for applying into the
picture preview →Select Ok option to apply it into your document.

Note : If this picture file / folder direct opened, you can choose to select a picture file in the box.

❖ **Printed Watermark** : Lets you insert ghosted text behind the content on the page.

- 1) **Alt →O →K →W** = Select Picture/Text option in the Printed Watermark dialog box - Use in office 2003.
- 2) **Alt →P →PW** = Select Picture/Text option in the Printed Watermark dialog box - Use in office 2007/10.



Note : This is often used to indicate that a document is to be treated specially, such as confidential or urgent.

Important Note : **F1** = Help :To open Word Help task pane(show / hide) for browse your problem is detailly explained and solved →Type your any option / key command problem issue in search box →Press Enter Key – browse and read your problem solve options.

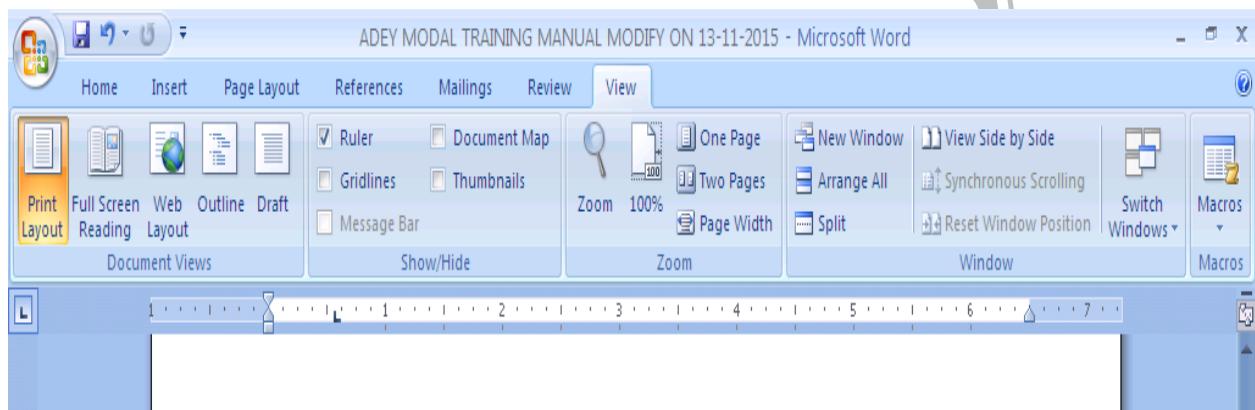
Exercise - XIII

Ruler bar, Page Borders, Shadings, Split Window

❖ **Ruler Bar:** This feature will help you manage the indents and spacing in your document.

To activate the ruler bar on the document window.

- 1) **Alt →V (View Tab) →L** = Ruler bar Show / Hide- Use in office 2003,
- 2) **Alt →W (View Tab) →R** = Ruler bar Show / Hide - Use in office 2007/10.



Note : View the rulers , used to measure helpline up objects in the document.

✓ **Indents (Ruler bar) Command Keys :** Lets you see to adjusting these indents in the paragraph . (First line indent, Hanging indent, Left Indent, Right indent – show in ruler bar)

- 1) **Ctrl + M** = Lets you select the (Left Side) indents to move a paragraph from the left.
- 2) **Shift + Ctrl + M** = Lets you select the indent to reverse direction a paragraph from the Active indent.
- 3) **Ctrl + T** = Create a hanging indent of a paragraph(Tab creation)
- 4) **Shift + Ctrl + T** = Reduces hanging indent of a paragraph (Reverse direction)
- 5) **Ctrl + Q** = Remove / Reset all selected text indent settings in the active paragraph.

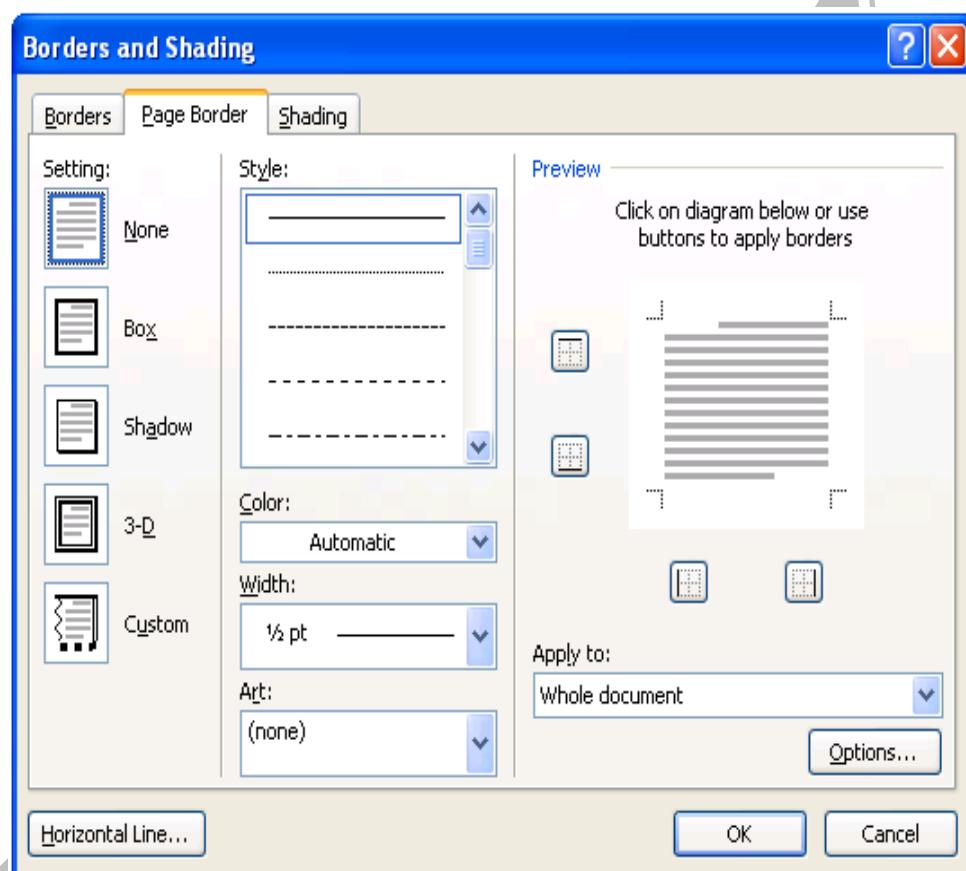
❖ **Use mouse for adjusting Margins :** Select mouse pointer on the ruler margins for adjusting left / right and top / bottom margins. Use mouse pointer symbols to change both side arrow (\leftrightarrow) symbol. Select mouse left click to drag on and adjust margins of the current document.

❖ **Page Borders and Shading :** This option allows you to add page borders and shading color in the active Document.

- 1) **Alt → O (Format) → B** = Brings up borders and shading dialog box -in office 2003.
- 2) **Alt → P (Page Layout Tab) → P B (Page Borders)** = Brings up borders and shading dialog box - Use in office 2007/10.

Note : Lets you can add or change border around the page / document

- ✓ **Borders and Shadings Dialog Box** : This dialog box options allows you to apply borders and shadings in the active document. Go to....



- 1) **Alt + P = Page Borders** option : You can applies to the selected page borders.

Note : If you are open any dialog box, you have select any option with command ALT + Underline alphabet in the text (Box, Color option)

- a. **Alt + N = None** : This option allows you to remove the selected borders.
- b. **Alt + X = Box** : You can applies box style to the selected document borders.
- c. **Alt + D = 3-D** : You can applies 3-D style to the selected document borders.
- d. **Alt + Y = Style** : You can applies style to the selected border line.
- e. **Alt + C = Colors** : You can applies to the selected border line color.

- f. **Alt + R = Arts** : You can design art applies to the in the active document borders.
- g. **Alt + L = Applies to** : This option based on the selection applies to - whole document / This selection..in the active document.

❖ **Clip Board** : This option allows you to office Clip Board task pane feature - Show / Hide.

- 1) **Alt →E(Edit) →B** (Office clipboard) = Clip Board task pane- Use in office 2003.
- 2) **Alt →H(Home Tab) →F O** = Office clipboard task pane- Use in office 2007/10.

Note : A temporary storage for items that are copied or cut within applications. You can use this to copy/move data from one application to another. If you want to see what's in a clipboard, run the Clipbook Viewer.

Please note that only one thing can be held in the clipboard each time you cut or copy something, the previous item is lost.

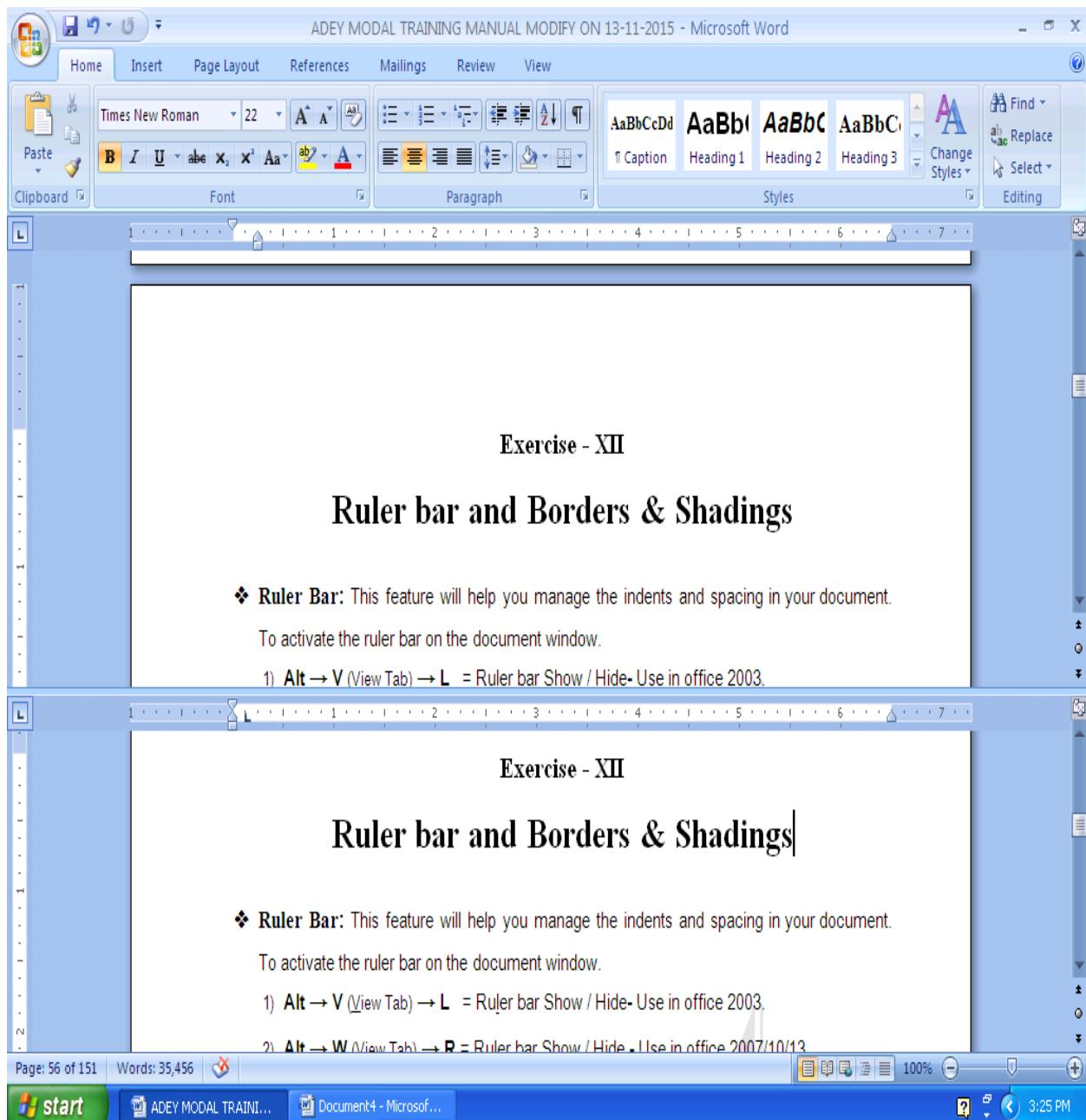
❖ **Gridlines** : This option allows you to Gridlines feature - Show / Hide

- 1) **Alt →A(Table) →G** = Gridlines - Use in office 2003.
- 2) **Alt →W(View) →G** = Gridlines - Use in office 2007/10.

Note : Lets you have turn on gridlines to which you can align objects in the document.

❖ **Split Window** : Lets you split the current window into two parts.

1. **Alt + Ctrl + S → Enter** = On / Off Split the active document window.
2. **Alt + Shift + C** = Remove split the active document window.
3. **Alt → W → S** – Split on/off in office 2007/10.



Note : Lets you can split the current window into two parts, so that you can view different sections of the document at the same time.(checking / editing). If you have press F6 for selected cursor change in the split window documents(2 Parts).

Exercise - XIV

Page Layout View

❖ **Toolbars** (Show/Hide) : You can choose to select toolbars show or hide on the document window.- Use in office 2003.

1) **Alt → V (View) → T (Toolbars)** = Show toolbars file box on active window.

❖ **Full Screen** : Lets you see the document window full Screen.

1) **Alt → V → U** = Show your active on window full Screen.

2) **Esc** = Lets you can exit full screen.



Exercise - XIV

Paragraph and Border Settings

❖ **File Button/Contextual Menu button** : You can use this option for selected item properties file menu open. This key works the same way like the right click of a mouse.

1) **Ctrl + K** = Insert Hyperlink. Lets you insert a file or document in the selected object.

Note : Open the hyperlink insert file in the active object – use File properties option

❖ **Paragraph Borders and Shading Color** : This option allows you to add borders and shadings in the active paragraph /text.

1) **Alt → O (Format) → B** = Display Borders and Shading dialog box – select Borders and shading option - Use in office 2003.

2) **Alt → P (Page Layout) → PB** = Display Borders and Shading dialog box – select Borders option - Use in office 2007/10/13.

3) **Alt → H (Home) → B (Borders)** = Lets you select borders option - for apply borders in the active cells.- Use in office 2007/10/13.]

4) **Alt → H (Home) → H (Shading color)** = Lets you select Fill / shade color option –for apply color the background behind the selected text or paragraph.- Use in office 2007/10/13.

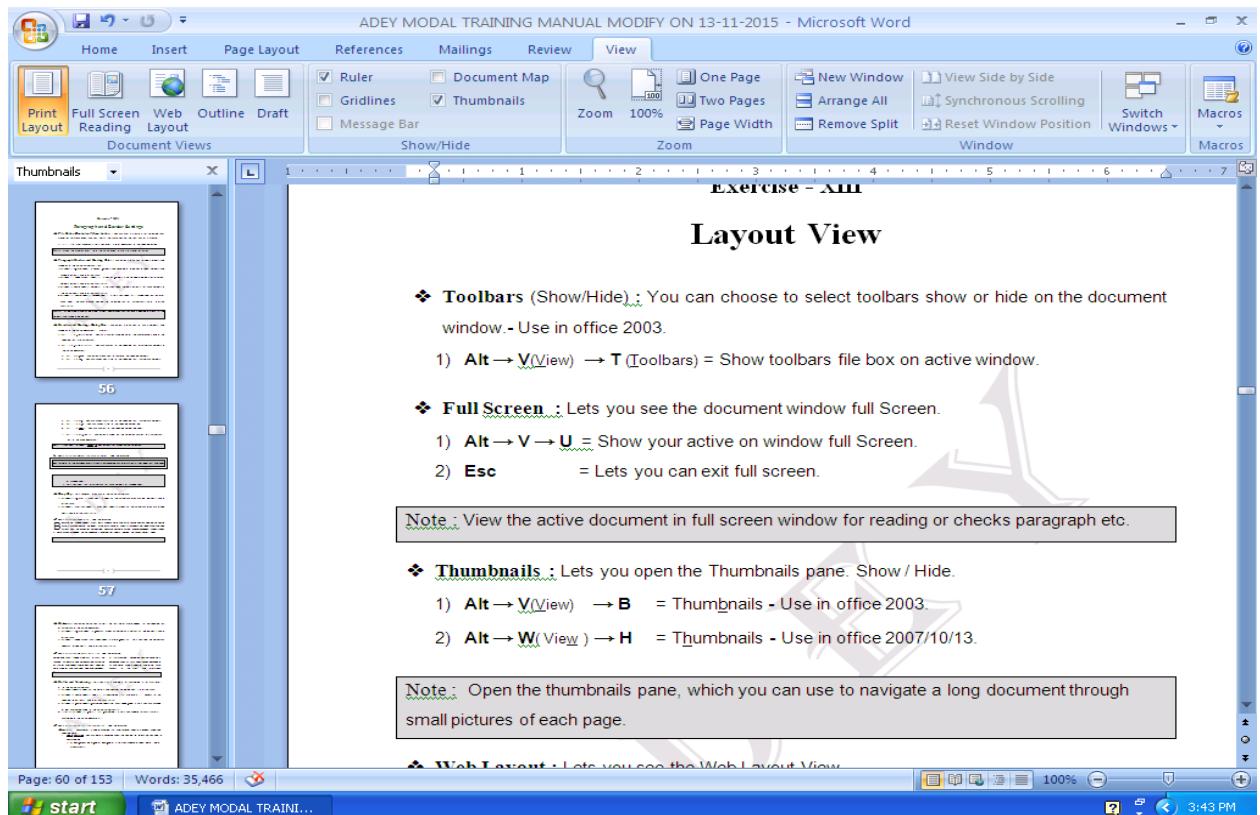
Note : Alt → H → B and Alt → H → H Key Commands applies only selected options in the borders and shading dialog box.

❖ **Borders and Shadings Dialog Box** : This option allows you to apply borders and



Note : View the active document in full screen window for reading or checks paragraph etc.

❖ **Thumbnails** : Lets you open the Thumbnails pane. Show / Hide.



- 1) **Alt → V(View) → B** = Thumbnails - Use in office 2003.
- 2) **Alt → W(View) → H** = Thumbnails - Use in office 2007/10.

Note : Open the thumbnails pane, which you can use to navigate a long document through small pictures of each page.

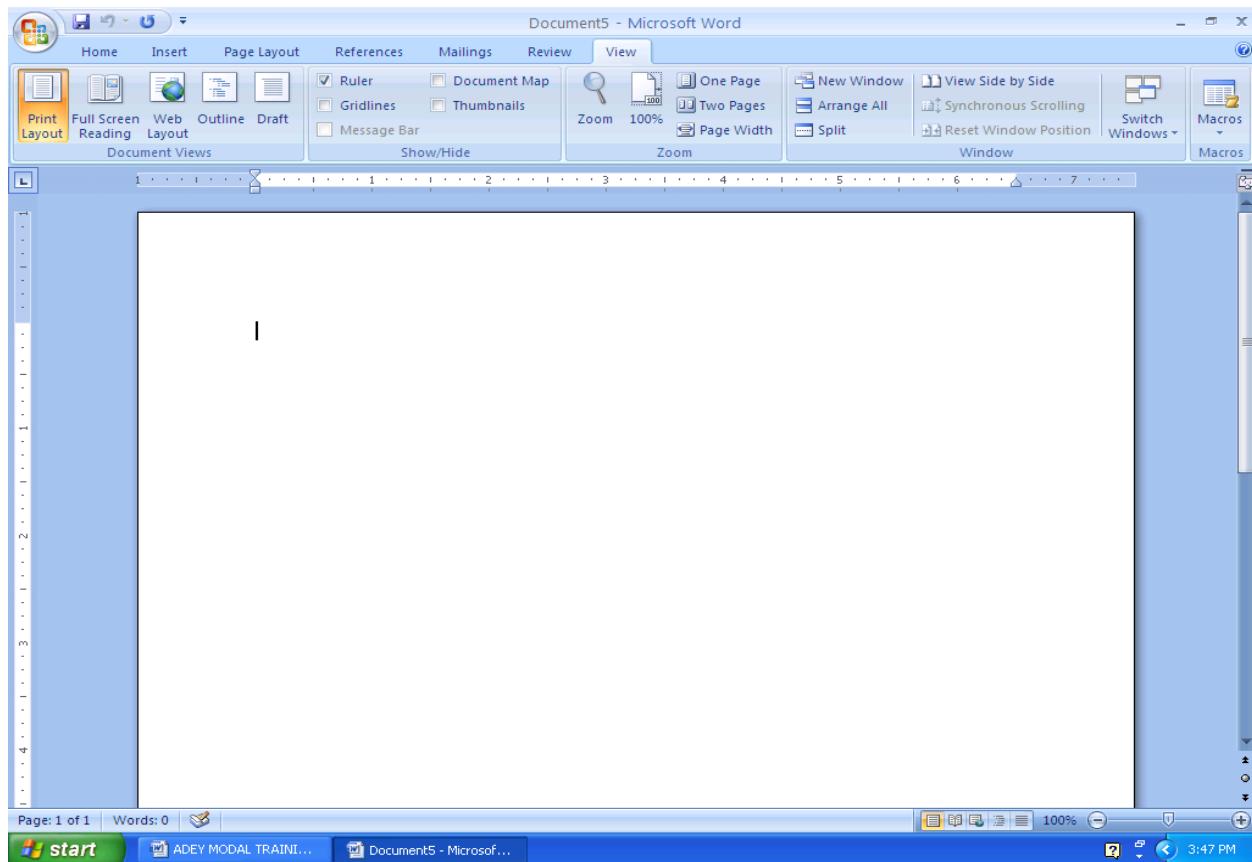
❖ **Web Layout** : Lets you see the Web Layout View.

- 1) **Alt → V → W** = Web Layout - Use in office 2003.
- 2) **Alt → W → L** = Web Layout - Use in office 2007/10.

Note : View the document as it would look as a web page.

❖ **Print Layout View** : Lets you see the Print Layout View

1) **Alt + Ctrl + P** = Print Layout View : Open the Print Layout View.



Note : View the document as it will appear on the printed page.

❖ **Print Preview** : Lets you see the Print Preview.

1) **Alt + Ctrl + I** = Print Preview : Open the Print Preview.

Note : Lets you can Preview and make changes to pages before printing.

❖ **Outline View:** Lets you see the Outline view.

1) **Alt + Ctrl + O** = Outline View : Open the Outline View .

Note : View the document as an outline and show the outlining tools.

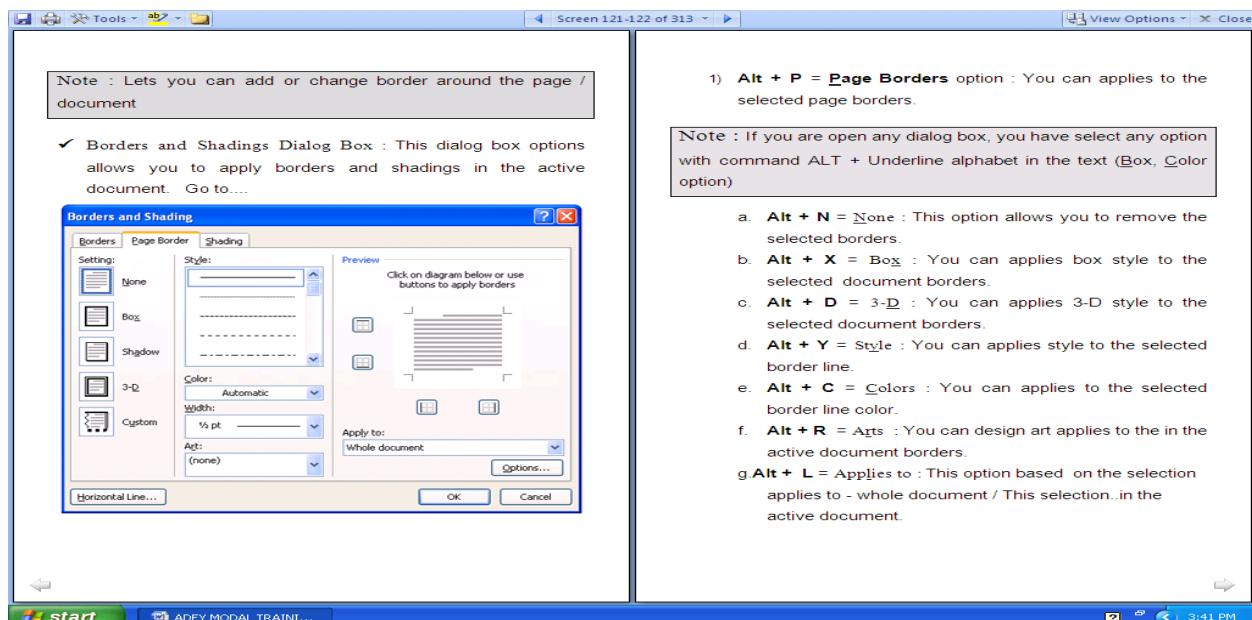
❖ **Normal / New window View** : Lets you see the New window / Normal View .

1) **Alt →V →N** = New window / Normal View - Use in office 2003.

2) **Alt →W →N** = New window - Use in office 2007/10.

Note : Open a new window containing a view of the current document.

❖ **Reading Layout View** : Lets you see the Reading Layout View .



- 1) **Alt → V → R** = Reading Layout View - Use in office 2003.
- 2) **Alt → W → F** = Reading Layout View - Use in office 2007/10.
- 3) **Esc** = Lets you can exit reading screen.

Note : View the document in full screen reading view in order to maximize the space available for reading or commenting on the document.

❖ **Document Map** : Lets you select the Document Map . Show/Hide

1. **Alt → V → D** = Document Map- Use in office 2003.
2. **Alt → W → V M** = Document Map - Use in office 2007/10.

Note : Open the document map , which allows you to navigate through a structural view of the document.

❖ **Draft** : Lets you select the Draft view. Show / Hide

1. **Alt + Ctrl + N** = Draft View : Open the Draft View .

Note : View the document as a draft to quickly edit the text. Certain elements of the document such as headers footers will not be visible in this view.

Exercise - XV

Paragraph and Border Settings, Drop Cap

❖ **File Button/Contextual Menu button :** You can use this option for selected item properties file menu open. This key works the same way like the right click of a mouse.

- 1) **Ctrl + K = Insert Hyperlink.**- Lets you insert a file or document in the selected object.

Note : Open the hyperlink insert file in the active object – use File properties option

❖ **Paragraph Borders and Shading Color :** This option allows you to add borders and shadings in the active paragraph /text.

- 1) **Alt → O (Format) → B** = Display Borders and Shading dialog box – select Borders and shading option - Use in office 2003.
- 2) **Alt → P (Page Layout) → P B** = Display Borders and Shading dialog box – select Borders option - Use in office 2007/10.
- 3) **Alt → H (Home) → B (Borders)** = Lets you select borders option - for apply borders in the active cells.- Use in office 2007/10.
- 4) **Alt → H (Home) → H (Shading color)** = Lets you select Fill / shade color option –for apply color the background behind the selected text or paragraph.- Use in office 2007/10.

Note : Alt → H → B and Alt → H → H Key Commands applies only selected options in the borders and shading dialog box.

❖ **Borders and Shadings Dialog Box :** This option allows you to apply borders and shadings in the active document. Go to....

- 1) **Alt + S** = Shading option : You can applies shading color the background behind the selected text are paragraph.
- 2) **Alt + B = Borders option :** You can applies to the selected text or paragraph borders in the active document.
 - a. **Alt + N = None** : This option allows you to remove the selected borders
 - b. **Alt + X = Box** : You can applies box style to the selected text / paragraph borders.
 - c. **Alt + D = 3-D** : You can applies 3-D style to the selected text / paragraph borders.

- d. **Alt + Y = Style** : You can applies style to the selected border line.
- e. **Alt + C = Colors** : You can applies to the selected border line color.
- f. **Alt + L = Applies to** : This option based on the selection applies to - paragraph / text in the active document.

Note : If you want to select Applies to box options for applies a selection active.

➤ Apply Paragraph Border and Shading color : See the example :

We have come a long way since our first camp, but we have barely scratched the surface. At ADEY we look forward to the day when every citizen is empowered with information at their fingertips, and when India is truly a Developed Nation.

Note :

1. Lets you select cursor point in the active paragraph or sentence for apply Border or shading color.
2. Lets you select text or paragraph for apply Borders or shading color.

❖ **Drop Cap** : Lets you insert drop cap in the active paragraph.

- 1) **Alt → O (Format) D (Drop Cap)** = Brings up the paragraph drop cap dialog box.- Use in office 2003.
- 2) **Alt → N (Insert Tab) → R C (Drop Cap) → D** = Brings up the paragraph drop cap dialog box.- Use in office 2007/10.

✓ Apply Paragraph Drop Cap : See the example :

Because we taught in villages, most of my students were, and still are young women who do not normally have a chance to leave their villages. One day a couple of parents stopped by the training camp and were curious what their daughters were learning, because they were starting to be more confident and outspoken at home. When I explained that the confidence stemmed from the girls teaching their friends they left happy.

Note : Lets you select cursor point in the active paragraph for apply drop cap options.

❖ **Columns** : This option allows you to Split the text two or more columns to the selected text or paragraph in the active document.

- 1) **Alt →O (Format) →C = Columns**: Brings up Paragraph Columns dialog box - Use in office 2003.
- 2) **Alt →P (Page Layout Tab) →J →C = More Columns** : Lets you see the Paragraph Columns dialog box - Use in office 2007/10.

✓ Apply Paragraph Columns with line : See the example :

During one such training program in 2007, we realized that despite being well educated, 99% of the instructors and trainees had little idea what computers were used for, and had never used one themselves.

At that moment I wondered how we could be a developed nation by 2020 when the most educated of us had never used a computer, and did not have access to the most basic information.

Note : Select all Paragraph for apply Columns.

❖ **Bullets and Numbering** : Lets you start a bulleted list or numbered list or multi level list in the active paragraph.

- 1) **Alt →O →N** = Brings up the Bullets and Numbering dialog box. - in office 2003.
- 2) **Alt →H (Home) →U (Bullets) / N (Numbering)/ M (Multi level list)** : Displays to the selected file options- Use in office 2007/10.
- 3) **Alt →H (Home) →N (Numbering) →V (Set Numbering Value)** = Lets you can change or edit numbering value in the active paragraph list,
- 4) **File Button →B (Bullets) / N (Numbering)** = Lets you choose to apply bullets / numbering in the active document..

✓ Apply paragraph bullets and numbering : See the example :

❖ **Comment** : You can insert a note or annotation that an or reviewer adds to a comment about your selected word.

1. **Delete comment** : You can delete a comment about the selected text or item that you want to comment on.

- 1) **Alt →R (Review) →D (Delete) →D (Delete)** = Lets you choose to select delete / delete all comments.

Insert bullets/ numbering and auto insert next stage values

- 1) Lets you select cursor point in the active paragraph / sentence for apply bullets / numbering value.
- 2) Use **TAB** for next stage numbering/bullets applies to the active numbering / bullets paragraph line.
- 3) Converting bullet list to number list or vice versa : Lets you want to change bullets or numbering list in the active paragraph list, if you select bullets or number list option, for converting bullet list to number list or vice versa in the active paragraph list.
- 4) **Ctrl + Mouse left click** : Lets you want to select one by one text / paragraph or sentence for apply numbering or other font effects.

Practice your typing skills

1. Format paragraphs using numbers, paragraph columns, paragraph borders, and Drop Cap features.
2. Experiment with different page borders, and demonstrate the one you like best.

EXTRA CREDIT

1. Take a newspaper article, and try to print a document like you see it in the newspaper.

Exercise - XVI

Table

Tables help communicate factual information quickly and clearly. To insert data in a table, use the following procedure.

Create a Table

❖ **Key Board Strokes :** You can use this Key Commands apply to the selected column / row in the table.

1. **Alt + Home** = Lets you jump to the first cell of the selected row.
2. **Alt + End** = Lets you jump to the last cell of the selected row.
3. **Alt + Page Down** = Lets you jump to the bottom cell of the Table
4. **Alt + Page Up** = Lets you jump to the top cell of the Table
5. **Alt + Ctrl + U** = Remove (No color apply) borders or cells line in active table.
6. **Ctrl + Shift + Enter** = Lets you split a table into multiple tables (Table break)
7. **Alt + Shift + Arrows Up/Down** = Lets you Move the selected row up/ down.
8. **File Properties Button/Contextual Menu button** = You can use this option for selected item properties file menu open. This key works the same way like the right click of a mouse.

❖ **To Insert a New Row options :** To insert a new row of the active table. (4 types)

- 1) **Tab** = Lets you select next cell (or) If you are on the last cell of the table – you will get a new row.
- 2) Lets you will get a new row - above or below of the active row(table) → Hit the **Contextual Menu / File Properties Button** for open table properties → Select insert option to insert new row -above or below of the active table row.
- 3) **Cursor point** select to the row end outside in the table → **Enter** = Lets you will get a new row.
- 4) **Enter** = Start a new paragraph line within a cell.

❖ **Convert Text to Table :** This option allows you make a table separate text columns at - Paragraph, Commas, Tabs and Other.. Options selected to applies text to table of the selected text/paragraph in the active document.

1. **Alt →A (Table) →V (Convert)** = This option allows you make convert text to table a based on the status of the cursor. - Use in office 2003.

2. **Alt → N (Insert) → T (Table) → V (Convert text to Table)** = Display convert text to table box. Go to...

1) **Separate Text at :** O-Paragraph / O-Commas / O-Tabs / O-Other- = Lets you select a point(Separate text columns at)option to applies text to table in the selected text - Use in office 2007/10.

➤ Table Example - 1 : Easy Table – Separate text columns in the text use Tab option for convert text to table.

i.e. See the text used with Comma for create table :

S No,Name,Father's Name,Village,Pin Code,District,Phone No

i.e. See the text to convert the table : Automatically selected Comma text to convert a table.

S No	Name	Father's Name	Village	Pin Code	District	Phone No
------	------	---------------	---------	----------	----------	----------

Note : Tab key use for additional rows of the table.

❖ **Convert a Table to Text :** This option allows you make Table to text based on the separate text at - Paragraph, Commas, Tabs and Other.. options selected to applies table to text in the active document.

1. **Alt → A (Table) → V (Convert)** = This option allows you make convert table to text a based on the status of the cursor. - Use in office 2003.
2. **Alt → J L (Layout) → V(Convert Table to Text)** = Display convert table to text box. - Use in office 2007/10.

➤ Table Example - 2 : Convert Table to Text.

i.e. See the table for convert Tab text : selected table for convert Tab text.

S No	Name	Father's Name	Village	Pin Code	District	Phone No
------	------	---------------	---------	----------	----------	----------

i.e. See the table to convert Tab text :

S No Name Father's Name Village Pin Code District Phone No

Exercise – XVII

Insert a Table

❖ **Insert Table :** Tables help communicate factual information quickly and clearly. To insert data in a table, use the following procedure.

1. **Alt → A (Table Tab) → I (Insert) → T (Table)** = - Use in office 2003.
2. **Alt → N (Insert Tab) → T (Table) → I (Insert Table)** = - Use in office 2007/10.

➤ Display in the Insert Table dialog box:

1. **Table Size :** Enter the number of rows and columns needed.
2. **Auto Fit Behavior :** You can set the way the table width interacts with the content in a cell by selecting the appropriate options under the “Auto Fit Behavior” heading.

❖ **Table – Properties :** Lets you insert table on the document,

Select the cursor in the active row/column → Press **File Button** on the Keyboard for display Properties file menu → Go to...

- 1) **A = Auto fit** = Lets you automatically change the table width of the cell based on the size of the content.
- 2) **I = Insert** = Lets you choose to insert a row/column/cell from the selected cursor point.
- 3) **D = Delete** = Lets you delete a table/ row/ column/ cell based on what is selected at the time.
- 4) **M = Merge cells** = This option allows the selected cells to merge and create a large cell.
- 5) **G = Cell alignment** = Lets you choose to select cell alignments (1 of 9) in the active cell.
- 6) **X = Text Direction** = Lets you choose to select a text direction in the active cell.
- 7) **B = Borders and shadings** = This option allows you to apply borders and shadings in the active table.
- 8) **R = Properties** = Display properties menu of the table. Set properties include table alignment, width, height, margins, and borders for the selected table/row/column/cell.

➤ Table Example - 3 : Insert or Delete Rows/Columns and Shading color. Show insert row in the table..

i.e. See inert new rows of the table.

S No	Name	Father's Name	Village	Pin Code	District	Phone No
1	Ramanjaneyaraju Ch	Bhagavanraju	Kaligotla	534198	W G	9246662020
2	HVS Varma Ch	Ramanjaneyaraju	Kaligotla	534198	W G	9246692020

Note : Lets you select cursor row(s No.1) outside point and Press Enter key for insert a new row down side active point of the table or use **File properties** – insert row/ delete row or column of the active cursor in the table.. .

➤ Table Example – 4 : Remove Table borders(Alt + Ctrl + U)in the active table.

i.e. See borders Remove/No color apply the table.

S No	Name	Father's Name	Village	Pin Code	District	Phone No
1	Ramanjaneyaraju Ch	Bhagavanraju	Kaligotla	534198	W G	9246662020
2	HVS Varma Ch	Ramanjaneyaraju	Kaligotla	534198	W G	9246692020

➤ Table Example - 5 : Merge to the selected cells, and applies to cell/table border line styles, text direction and also applies to cell alignment in the table.- Show Table properties

i.e. See the example Text in 9 Cell alignments(Top, Middle, Bottom) and Borders in the table.

Harsha Vardhan	Harsha	Harsha	Harsha	Harsha Vardhan
	Siddartha	Siddartha	Siddartha	
	Varma	Varma	Varma	

Practice your skills

- 1.Insert a new table into a document, add data and auto fit your active table.
- 2.Add and delete a row or a column
- 3.Add borders to the table and merge your selected cells.
- 4.Move the rows up or down.
- 5.Remove your table borders.

Exercise – XVIII

Design Table Styles – Auto Format

❖ **Design Table Styles – Auto Format :** You may also apply different automatic formatting rules to make your table look appealing.

➤ **Auto Format :** The “AutoFormat” button lets you do this. Lets you select this option for select a design table style in the active table.- Use this option in office 2003.

1. **Alt →A (Table Tab) →I(Insert) →T(Table) →Alt + A(Auto format)=** - in office 2003.
2. **Alt →JT (Design) →S (Styles) =** - Use in office 2007/10.

Note : You have Insert Table in the active document. Go to

➤ **Table Example - 6 :** Design apply in the active table.

i.e. See the design cells and borders of the table.

S No	Name	Father's Name	Village	Pin Code	District	Phone Number
1	Ramanjaneyaraju Ch	Bhagavanraju	Kaligotla	534198	W G	9246662020

❖ **Ex(excel) Formulas :** Once the table tools is activated, you may then use Excel(Auto Sum) formulas activated row or column in the table.

1. **Ex(Auto Sum) =** Lets you select this option in the active table tools for display excel formula file - Use in office 2003.
2. **Alt →JL(Table Tools - Layout) →UL(Formula) =** Lets you select this option for display excel formula dialog box - Use in office 2007/10.

Note : Lets you can select auto sum applies only active cell, do not selection another cells in the table

➤ **Table Example - 7 :** Auto Sum apply in the active table.

i.e. See the Design table apply. or Add Shading colour & Borders of the table selected cells)

S No	Name	Father's Name	Village	Pin Code	District	Amount
1	Ramanjaneyaraju Ch	Bhagavanraju	Kaligotla	534198	W G	80,500
2	HVS Varma Ch	Ramanjaneyaraju	Kaligotla	534198	W G	62,500
Total Amount						143,000

❖ **Draw Table** : Lets you select this option use for draw the borders of a table in the active document.

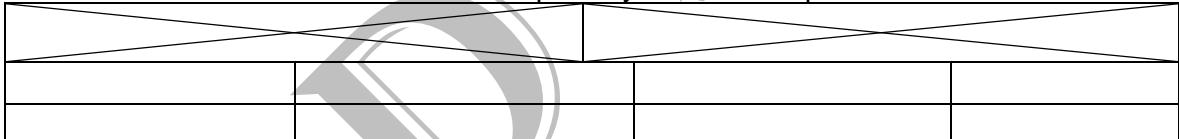
1. **Alt → A** (Table Tab) → **W**(Draw Table) = -Use in office 2003.
2. **Alt → N**(Insert Tab) → **T**(Table) → **D**(Draw Table) = -Use in office 2007/10.
3. **Alt → J T**(Design) → **D**(Draw Table) = Lets you select this option for draw the borders of a table in the active document -Use in office 2007/10.

❖ **Table Tools** (in menu bar option) : Once the table toolbar is activated, you may then use it to draw and customize a table.

1. **Draw** Option = Lets you select this option in the active table toolbar for draw the borders of a table in the active document = - Use in office 2003.
2. **Alt → JT** (Design) → **E**(Eraser) = Lets you select this option for draw to erase any cell border in the table -Use in office 2007/10.
3. **Alt → JL** (Layout) → **G**(Text Direction) = Lets you select this option for Text Direction any cell in the active table -Use in office 2007/10.

➤ Table Example - 8 : Draw a table. Or Erase Table lines

i.e. See the Draw table with selected draw option symbol mouse pointer.



Note : **Draw Table Lines** with selected DRAW option symbol mouse pointer (selected DRAW option in table tools menu bar) for draw custom lines for a table in active document.

DeleteTable Lines :: Use with Mouse to select DELETE option (selected DELETE option in table tools menu bar).. Mouse pointer symbol to change Eraser symbol. Active eraser pointer to delete active table lines...

Practice your skills

1. Using the table toolbar, draw a table that looks like the one shown above.
2. Experiment with all options shown in the toolbar.
3. How would you remove specific borders for a given table cell?

EXTRA CREDIT

1. How many ways are there to set the table borders?

Exercise – XIX

Mail-Merge

Imagine that you have to write the same letter to 10 people, but don't want to seem rude – so you want to personally address each of the recipients. You could either copy the letter 10 times, and change the name on each, or you could use Mail Merge.

<<Create Mail Merge>>

Type a letter without the information you want to add later.

Note : Lets you can use Mail Merge, first of all you will save data in the work sheet...

1st. Open MS Excel work sheet and typing address list and save and close the sheet →

2nd. Open MS Word document and type a invitation without the address information you want to add later.

✓ Select the mail merge option by :

1. **Alt** →**T** (Tools) →**E** (Letters and Mailing) →**M** (Mail Merge) = use in office 2003

2. **Alt** →**M** (Mailings) →**S** (Start Mail Merge) →**W**(Step by step Mail Merge Wizard) = Use in office 2007/10.

3. **F6** = To select document options displayed (Mail merge pane) file in the window,

4. **Alt** →**Ctrl + Tab** = To rapidly select toolbars (or) to activate the opened mail merge task pane in the active document.

➤ Opened Mail Merge File (Task pane) →

1st. Lets you see **Step 1 of 6** File →Select Letters Option Point →You can use the Next Option in the Step1 of 6 option down area.

Note : Use TAB and ENTER Key Commands for the 1 of 6 file main options select

2nd. Lets you see **Step 2 of 6** →Select Use the current document Option Point →You can use the Next Option in the Step 2 of 6 option down area

Note : Use TAB and ENTER Key Commands for the 2 of 6 file main options select-

3rd. Lets you see **Step 3 of 6** →Select Use an existing List and select next Tab option Browse....→

Note : Use TAB and ENTER Key Commands for the option select

✓ Display **Select Data Source** dialog box →Select(use TAB or SHIFT + TAB)your saved Data source Excel sheet or Table document →Select Open option for open your selected file →

✓ Display **Mail Merge Recipients** dialog box →You can choose to selected Tick mark on/off (use Spacebar for apply tick mark) for select sending address list →Select Ok→

NOTE : You have select active cursor point in the address area for insert address field in your document. - show mail merge exercise – 1

4th. Alt + Shift + F = Display **Merge Fields** box →Select a field and Insert the selected field(one by one) to insert cursor point place →

NOTE : Alt + Shift + K = Displays Checking and Reporting errors box →You can choose an option point and click Ok for checking →Apply to all documents in the next document window.

5th. Alt + Shift + N = Display **Merge To New Document** dialog box. You have to select a option with your choice in Merge Record dialog box option box and select Ok →Apply to all address documents open in 2nd window(MS Word).

NOTE : Alt + Shift + M = Displays Merge to Printer dialog box →You can select an option in Print Records and click Ok →Display Print dialog box for printing and provides printer settings and to print your merge documents.

➤ Mail Merge Model - 1

Invitation

Date : 08/08/2015,

KALIGOTLA - 534198.

| <<Title>> Note: Select cursor point here for insert selected address field <<Title>>.

I am H V S Varma Chintalapati. My family members are celebrating my birthday function at Kaligotla - in our house. On 16th August 2015 5:30 PM. Please come to attend the function with your family members and give me your blessings.

Thank You.

Yours faithfully,

H V Siddartha Varma Ch

(Harsha Vardhan Siddartha Varma. Ch)

Note : Open MS Excel work sheet and type address data and save and close the sheet

Excel Sheet : See the typing Address Data in the work sheet.

A	B	C	D	E	F	G
S No	Title	Name	Village / City	Pin Code	District	State
1	Dear Sir	Rambabu K	Ganapavaram	534198	West Godavari	Andhra Pradesh
2	Dear Uncle	Venkateswararao P	N R P Agharam	534199	West Godavari	Andhra Pradesh
3	Dear Brother	S Varma Ch	Kaligotla	534198	West Godavari	Andhra Pradesh

✓ Please save the data in my documents for practice time only.

Practice your skills

1. Create a new list of addresses and generate a personalized letter for each person in the list.

EXTRA CREDIT:

1. Import addresses information from an excel spreadsheet.

2. List out other sources of information that you can use to generate your letters.

Student Report Card

SCBR Z P High School, GANAPAVARAM - 534198

Student Name : <<Student Name>>	(Note : Insert Name Field)	Date : (Note : Insert Date)
Class : <<Class>>	(Note : Please Remove the table borders: Alt + Ctrl + U)	Section : <<Section>>
Grade : <<Grade>>		Attendance : <<Atten...>>

S No	Subject	Marks	Remarks
1	English	<<English>>	<<Remarks>> (Note : Please use the table alignments)
2	Telugu	<<Telugu>>	
3	Hindi	<<Hindi>>	
4	Mathematics	<<Maths>>	
5	Science	<<Science>>	
6	Social	<<Social>>	
Total Marks		<<Total>>	

Class Teacher Report : <<C T R>>	
(Note :Please Remove the table lines: Alt + Ctrl + U)	Class Teacher Sign.

Note : Student Report Card Example .. Go to..

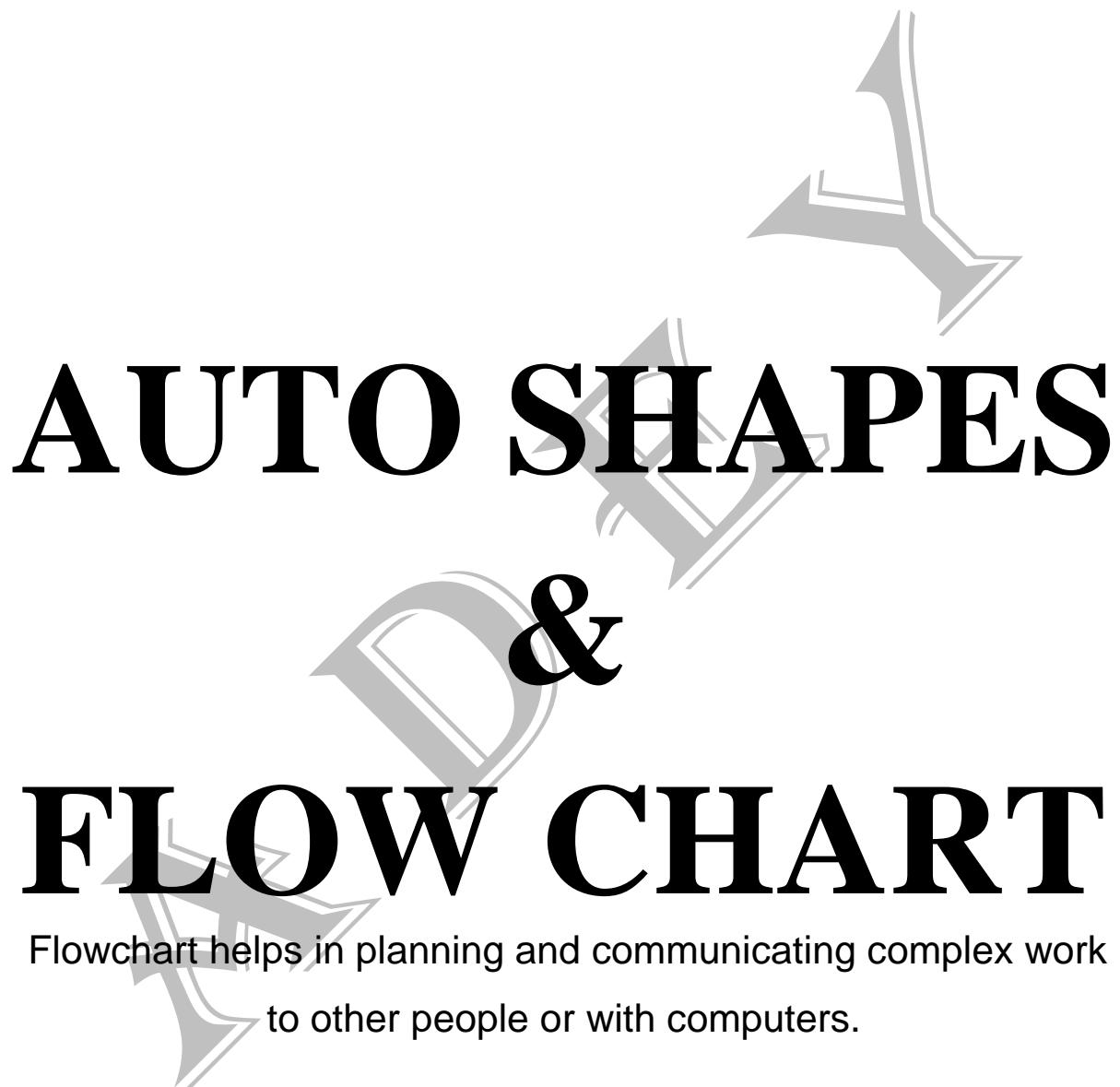
- 1st. Open excel sheet and typing students' data. →Add your file name to save and close the excel work sheet.
- 2nd. Open MS Word document and typing text **Student Report Card** and select the typing text for word Art style apply.
- 3rd. **ALT →N →W** = insert word art file box display “Student Report Card” and use **TAB** to select option **OK**. – Use in office 2007/10.
- 4th. **ALT →N →T →I** = Show table dialog box and enter columns and rows and select Ok.
- 5th. **File Properties Button** = Lets you select to open Table properties dialog box – Table alignment and Column width adjustment etc. (Use CTRL + TAB for change main option in the dialog box)

Excel Sheet : See the (Typing) Student Report Card Data in the worksheet

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
S N o	Student Name	Clas s	Sec-tion	Attend-ance %	Engli-sh	Telugu	Hindi	Math s	Sci-ence	Social	Total Mark s	Gr-ade	Rem-ark	CT R
1	HVS Varma	10 th	A	98	99	96	96	100	100	100	591	A+	No	Good
2	Surya Teja	4 th	A	96	99	96	98	100	100	99	592	A+	No	Good

	Varma													
--	-------	--	--	--	--	--	--	--	--	--	--	--	--	--

Exercise – XXI



AUTO SHAPES & FLOW CHART

Flowchart helps in planning and communicating complex work
to other people or with computers.

Auto Shapes

In this exercise you will learn to use the AutoShapes feature to enrich your word document. The same feature is also available in other M.S. Office software.

- **Auto Shapes :** Insert ready-made shapes, such as rectangles and circles, arrows, lines, flowchart, symbols and callouts.

- 1) **Alt →U(Auto Shapes option activate in the Drawing toolbar) = - Use in office 2003**
- 2) **Alt →I(Insert) →P(Picture) →A(Auto Shapes) = - Use in office 2003.**
- 3) **Alt →N(Insert) →S H(Shapes) = - Use in office 2007/10.**

- ✓ **Auto Shapes Drawing Tools :** To use the AutoShapes tools..

Key features in the AutoShapes tools include :

- | | |
|------------------|----------------------|
| 1) Drawing lines | 5) Flowcharts |
| 2) Connectors | 6) Stars and Banners |
| 3) Basic Shapes | 7) Callouts |
| 4) Block Arrows | |

- **Drawing Tools Bar :** Some working tools in the toolbar : You may customize the shapes further by interacting with the features on the toolbar.

Note : Insert Auto Shape in the active document.

- 1) You can change the thickness options Line style, Dash style, Arrow style and also apply 3D Settings, Shadow settings. - Use in office 2003.
 - a) You can use Line Color and Insert Background Fill Color of the AutoShapes. You can also Change auto shapes option at the Draw option point. -Use in office 2003.
- 2) **Alt →JD(Drawing tools) →K(Shape Styles) →V(Shadow Effects) / U(3D Effects) / S F(Shape Fill) =** You can use Shape Styles and Insert Background Shape Fill(Color) of the AutoShapes - Use in office 2007/10.

Exercise - XXII

Flow Chart

➤ Understanding Flow Charts :

Note : Auto Shapes → Flow Chart.

A flowchart helps in planning and communicating complex work to other people or with computers. For the purposes of this class we will introduce flowcharts so you can solve simple problems, and produce directions that can be converted to excel formulas.

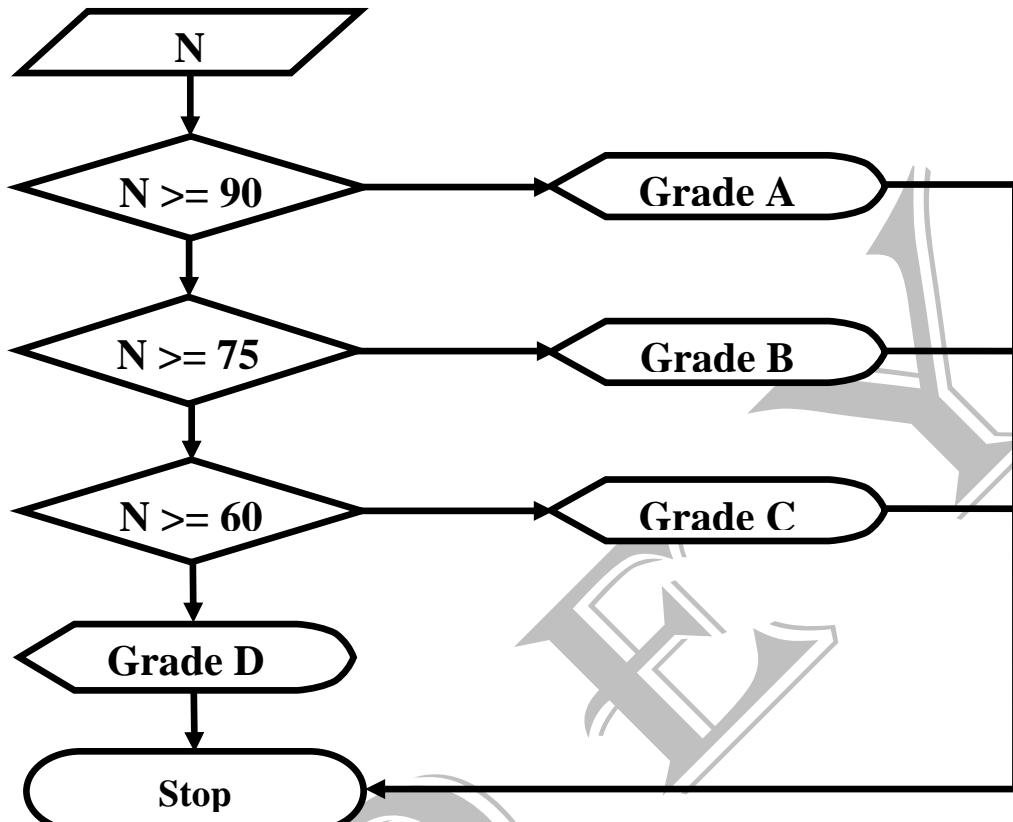
A flowchart consists of more than 20 shapes indicating a specific type of process. Of these, we will only look at 5 of them in our class.



- 1) **Process** : A Process indicates a set of instructions that may run given a specific input, and a result is returned.
- 2) **Data** : Data indicates information that is used as part of the process flow.
- 3) **Decision(?)** : The decision indicates a decision where a certain input provided and evaluated against a rule.
- 4) **Display** : Display indicates information that is shown to the user on a screen.
- 5) **Terminator (Stop)** : Stop indicates when the Flow chart execution stops.

❖ Flow Chart Model Exercise :

Note : Values. **N** = Class Data, **Grade** = Students Result. **Stop** = Students stopped in the Grades level.



Example Formula :

=if(N>=90,"A Grade",if(N>=75,"B Grade",if(N>=60,"C Grade","D Grade")))

Practice your skills

1. **GROUP TASK :** Imagine that you have no light in your house. You need to give instructions to your friend about how to solve the problem. Draw a flow chart that communicates how to do so.
2. Imagine your teacher gives you marks from the class exam, and tells you that if someone gets less than 35 marks they have failed. Draw a flow chart for the decision.
3. Now the teacher is asking you to give grades to students based on their marks. If a student gets 90-100 marks then they should get a A, if they get 80-89 marks they should get a B, or if they get more than 50 marks then they should get a PASS grade. All other students should get a FAIL grade.

EXTRA CREDIT

1. How many different ways can you do the flowchart for 3 above – so that I get the same results?

Exercise - XXIII

Smart Art / Diagram Gallery

❖ **Smart Art / Diagram(Organization Chart)** : Insert a Smart art graphics to visually communicate information. Smart art graphics range from graphical lists and process diagrams to more complex graphics, such as Venn diagrams and organization charts.

❖ **Drawing Toolbar** – in office 2003 : Lets you select Insert Diagram or Organization Chart option to display diagram gallery box. Go to ...

✓ **Organization Chart Toolbar** - select diagram style gallery for display dialog box.

- a. Insert Shapes : Insert shapes in the active cell.
- b. Layout : Select layout in the active main cell.
- c. Select : Select level in the chart.
- d. Auto Format : Display organization chart style gallery dialog box.
- e. Text Wrapping : Select text wrapping your follows option.
- f. Zoom : Chart zooming

✓ **Diagram Toolbar** - select diagram style gallery for display dialog box.

- a. Insert Shapes
- b. Move Backward
- c. Move Forward
- d. Reverse Diagram
- e. Layout
- f. AutoFormat
- g. Change to
- h. Text Wrapping

❖ **Smart Art** –in MS office 2007/10 : Lets you select Insert Smart Art (Diagram or Organization Chart) option to display Diagram Gallery box. Go to..

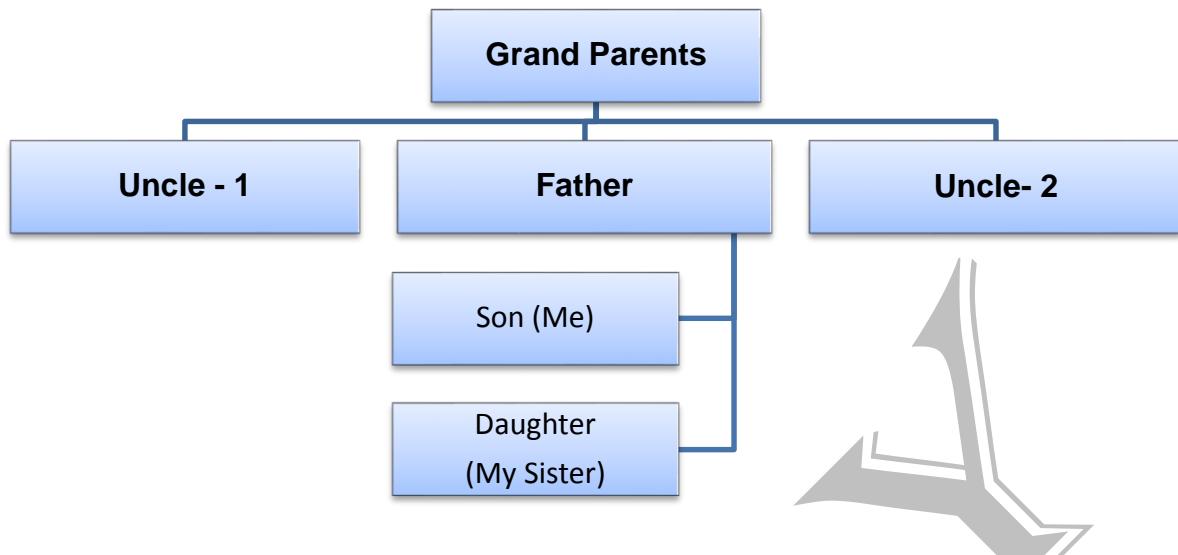
1) **Alt →N →M** (Smart Art) = Display Choose a smart art graphics / Diagram Gallery dialog box = - Use in office 2007/10.

2) **Alt →J S** (Smart Art Tools – Design).= Lets you select smart art designs/styles and layouts and change color in the active smart art/ diagram..

3) **Alt →J O** (Smart Art Tools – Format).= Lets you select shape style and word art styles shape fill – color in the active smart art/diagram .

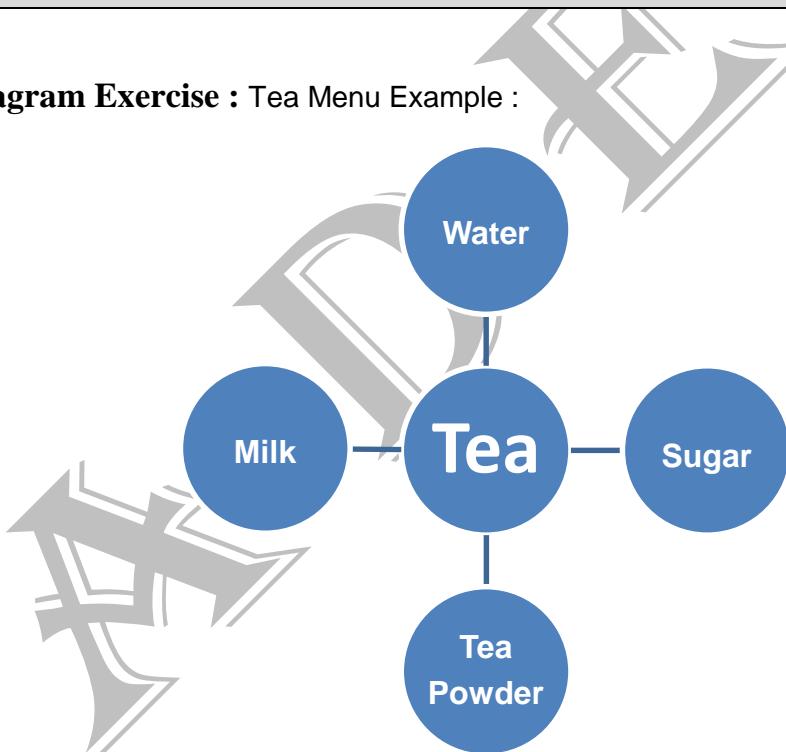
Note : Lets you insert smart art to display toolbar in the active window / document. .

❖ **Organization Chart Exercise : My Family Example :**



Note : Select Cursor in the Box/cell → **File Button** = For apply to Edit text, Subordinate, Coworker, Assistant, Delete, Layout, Select(Level/Branches) and Format auto shapes..

❖ **Diagram Exercise : Tea Menu Example :**



Note : Select Cursor in the Diagram Box/cell → **File Button** = For apply to Edit text, Insert shapes, Delete Shapes and Format auto shape..

Exercise – XXIV

Insert –Word Art

For this exercise, you will use your mouse to make the appropriate selections. To insert Word-Art into your document, use the following key command /option.

❖ **Insert:** Insert tab in menu bar.

1. **Alt →I →P (Picture) →W** = select Word Art - Use in office 2003
2. **Alt →N(Insert) →W (Word Art)** = select Word Art - Use in office 2007/10.
 - 1) **Alt →JW(Word Art tools)** = In the active word art file and also activate Word-Art toolbar on the window - Use in office 2007/10.

❖ **Word-Art tools :** Select the appropriate Word-Art style from the resulting dialog box. Once you insert a Word-Art item into the document, and select it, you can see the Word Art tools bar.

The tools bar allows you to...

- 1) **Edit Text** : You may edit the selected word art text.
- 2) **Word-Art Gallery** : You may see and select different word art style for applies to the active word art.
- 3) **Format Word-Art** : You may format the word-art object
- 4) **Word-Art Shape** : You may see and change the shape style.
- 5) **Text Wrapping** : You may see and change the text wrapping.
- 6) **Word-Art Letter Heights** : You may set text heights
- 7) **Word-Art Vertical/Rotate Text** : You may set the orientation of the text
- 8) **Word-Art Character Spacing** : You may set text spacing
- 9) **Shadow Effects** : This option displays common Shadow Styles, - in office 2007/10.
- 10) **3-D Effect** : This option displays common 3-D Styles- Use in office 2007/10.

Note : Lets you insert a word art in the active document. If you want free moving selected word art in the document, select Text wrapping options(i.e. Tight) in the word art tools.

❖ **Drawing Toolbar :** To activate/select the drawing toolbar, you will use the following key command /option. - Use in office 2003

1. **Alt →V →T** (Toolbars) →select **Drawing** = will show the drawing toolbar. Key options in the toolbar include - Use in office 2003

Note : Lets you Insert word art or insert picture or auto shapes file apply in the active document. And select a file(word art / picture / auto shapes) in the active document for apply shadow style or 3D style in the active object.

- ❖ **Shadow Settings Tools** : This option displays common Shadow Styles, and if you choose you can display the shadow settings toolbar

1. **Alt →J W →V**(Shadow Effects) = -Use in office 2007/10.

- 1) **Shadow On/Off** : Lets you switch on/off the shadow style display.
- 2) **Nudge Shadow** Up/Down / Left/Right : Lets you move the shadow in the selected direction.
- 3) **Shadow Color** : Lets you select the appropriate color for shadows
- 4) **Semitransparent Shadow** : Lets you set semi-transparent properties to the shadow

- ❖ **3-D settings Tools** : This option displays common 3-D Styles, and you can choose to display the shadow settings toolbar.

1. **Alt →JW →Z 3** (3D Effects) = -Use in office 2007/10.

- 1) **3D On/Off** : Lets you switch on/off the 3-D settings.
- 2) **Tilt** Up/Down / Left/Right : Lets you tilt the shape in the selected direction.
- 3) **Lighting** : Lets you choose the displayed lighting shape for applying lighting direction in the selected word-art
- 4) **3D Color** : Lets you choose and apply a 3D color (from shown color box) in the selected word-art.

Practice your skills

1. Use Word-Art and its associated toolbars to design text that looks like what is shown above.
2. Experiment with all the options shown in the various toolbars.

EXTRA CREDIT

1. How do you introduce animations into your Word-Art?

Exercise – XXV

Insert - Picture

To insert a picture into your document, use the following key command /option. To activate Insert picture dialog box

- 1) **Alt → I → P(Picture) → F (From file)** = (Show in Drawing toolbar options) -in office 2003.
- 2) **Alt → N → P(Picture)** = -Use in office 2007/10.

Note : Lets you can select insert picture to display My Pictures dialog box. You can select a picture from the dialog box, and select Insert option to apply it into your document.

If the picture file is not open, you can select another picture folder in the box and open with double click.

❖ **Picture Tools :** Lets you select a (insert) picture and automatically displays the picture tools bar in your document. To see the picture tools bar, you may select the picture you want to edit, and then right click on it to select the picture tools bar.

- 1) **Alt → V → T(Toolbars) → select Picture** = will show the picture toolbar.- Use in office 2003
- 2) **Alt → J → P(Picture tools) → K(Picture style) / I (Picture Shape) / F(Picture Effects) / T W(Text Wrapping) / C(Crop Picture)** = Select options in Picture toolbar - Use in office 2007/10.

- ✓ Once you insert a picture, you can edit it too. The most common editing actions are:
- | | |
|-----------------------------------|--------------------------------------|
| 1) Changing the size of the image | 4) Changing the color |
| 2) Cropping the image | 5) Changing the layout of the image. |
| 3) Rotating the image | 6) Compressing an image. |

❖ **Draw :** Use this option in the Drawing tool bar - Use in office 2003.

The Draw option gives you powerful features to manage the art on your document after it is completed. To activate the draw option, use the following option.

- 1) **Alt → D Draw** = Select Draw option in Drawing toolbar - Use in office 2003.

Key features include : Select your active picture/word-art properties file menu.

- ✓ **Shift + Mouse Left click** (Or)**Ctrl + Mouse Left click** = Selection objects one by one for grouping an single image in the active document.
- ✓ **Use File Button** → Go to....
 - 1) **Group** : This feature lets you group all the selected shapes into a single object.
 - 2) **Un Group** : This lets you deconstruct an object into its component shapes.
 - 3) **Order** : This lets you layer the different shapes on top of each other.
 - 4) **Rotate or Flip** : This lets you rotate shapes
 - 5) **Align and distribute** : This allows you to align the content on the page.
 - 6) **Text Wrapping** : This allows you to define how the AutoShape/picture interacts with the content on the page. This is perhaps one of the more important features when formatting your document for readability.

❖ **Print Screen** : To insert a print screen(Copy the Desktop(windows) screen to create an image) into your document, use the following key command .

- 1) **Print Screen** (Keyboard button) = Copy the selected window screen to create an image.
- 2) **CTRL + V** = For paste the copied screen on active document.

Exercise – XXVI

Fill Color / Shape Fill

You can use this option to insert Color/ Picture into your selected object background in your document. Lets you select an object (Word-Art / Auto Shapes etc.) and insert a picture into the selected object background.

- 1) **Fill Color:** Bucket box option in drawing toolbar = - Use in office 2003
- 2) **Alt → JW**(Word Art tools) → **SF**(Shape Fill) / **K**(Shape Styles) = - Use in office 2007/10.

✓ **File Color / Shape Fill** Dialog box display. Go to.....

1. **No Fill** : Lets you select No Fill apply in the active fill color object.
2. **More Fill Color** : Lets you select color other than the ones offered
3. **Fill Effects** : Lets you add a fill effect to the document in terms of :
 - 1) **Gradients** : You may edit color options and choose a different style color.
 - 2) **Textures** : Lets you see to select a different texture.
 - 3) **Pattern** : Lets you edit pattern color and see to select the pattern style.
- 4) **Picture** : Lets you see the select **Picture Option** →(Continues below points a or b)
 - a) **Insert Picture** dialog box →Display the insert picture (My Pictures) dialog box. You can select a picture in the file box, and select Insert option for applying into the Picture file. Select Ok option to apply it into your document. -Use in office 2003.
 - b) **Select Picture** dialog box →You can select a picture in the file box, and select Insert option for applying into the Picture file. -Use in office 2007/10.

Exercise - XXVII

Track Changes / Markup

You can track all changes made of the document. Such as including type of edit, insertions, deletions and formatting changes. While you work in a document you can easily make and view tracked changes and comments.

1. **Track changes(Shift + Ctrl + E)** =; Track all changes made to the document, including insertions, deletions and formatting changes.- On/Off
2. **Accept** : You can select this option to access other options such as accepting all changes in the document.
 - 1) **Accept option** : For select accept option go to Markup toolbar on the window - use in office 2003.
 - 2) **Alt →R(Review) →A(Accept)** = Lets you choose to select accept options - Use in office 2007/10.

Note : To quickly Accept or Reject a single comment, -File button / Mouse -Right click the comment-properties, and then click Accept Comment.

3. **Reject** : You can select this option to access other options such as rejecting all changes in the document.
 - 1) **Reject option** : For select reject option go to Markup toolbar on the window - use in office 2003.
 - 2) **Alt →R(Review) →J(Reject)** = Lets you choose to select reject options - Use in office 2007/10.

Note : To quickly Accept or Reject a active comment , File button / contextual menu button or Mouse right click to display the active comment properties, and then click Reject Comment.

- ❖ **Comment** : You can insert a note or annotation that an or reviewer adds to a comment about your selected word. To display the comment in balloons in the margin of the document.

1. **New Comment** : **(Alt + Ctrl + M)** = To insert a comment about the selected text or item that you want to comment on.,
2. **Delete comment** : You can delete a comment about the selected text or item that you want to comment off,
 - 1) **Alt → R(Review) → D(Delete)→ D(Delete)** = Lets you choose to select delete / delete all comments - Use in office 2007/10.
 - 2) **Delete option** : For select this comment delete options go to Markup toolbar on the window - use in office 2003.

Note : To quickly Delete a active comment, File button / Mouse -Right click to display the active comment properties, and then click Delete Comment.

- ❖ **Track Change Balloons** : You can display all changes in a document in different ways . You can display tracked changes by type of edit, such as insertions and deletions or formatting changes. However you can show all revisions as balloons in the margins of the document or shown them directly with in the document.
 - 1) **Alt →R(Review) →T B(Balloons)** = Lets you choose to select any type of activate different balloon options - Use in office 2007/10.
 - 2) **Balloons option** : For select this balloons options go to Markup toolbar on the window - use in office 2003.
 - a) **All revision in balloons** : you can view all changes, including deletions, comments, formatting changes, and content that has moved.
 - b) **All revision inline** : you can change the display to show comments inline and all deletions with strikethroughs instead of inside balloons.
 - c) **Show only comments and formatting in balloons** : you can show only comment and formatting(font type and style, and color etc..) changes in balloons,,
- ❖ **Show Markup** : You can choose to select shown or hide comments, Ink, insertions and deletions, formatting changes and markup area highlights, and other kinds of markup.

- 1) **Final Showing Markup** : You can view the final document with all tracked changes and comments showing in the document.
- 2) **Final** : You can view the document any tracked changes or comments that have not been accepted, rejected, or deleted remain in the document.
- 3) **Original Showing Markup** : You can view the original text with tracked changes and comments.
- 4) **Original** : You can view the original document any tracked changes or comments in the document that have not been accepted, rejected, or deleted remain in the document.

❖ **Protect document** : This option allows you to help protect your document against unwanted changes and comments.

- 1) **Alt → R(Review) → PR(Protect document) → F(Restrict formatting and editing)** = Lets you choose the select option boxes
 - a. Formatting restrictions.
 - b. Editing restrictions.
 - c. Start enforcing - options in the displayed task pane - Use in office 2007/10.

Note : If you can select stop protection of the document →select Stop Protection option → Display unprotect document box →Enter the password →Ok.

Important Note : F1 = Help :To open Word Help task pane(show/hide) for browse your problem is detailly explained and solved →Type your any option / key command problem issue in search box →Press Enter Key – browse and read your problem solve options.

MS Office Word – More Key Commands

Here is a list of some Key Commands you are most likely to use when using MS Word.

1. **Shift + Delete** = To directly delete from the computer (no need to go to Recycle bin)
2. **Alt + 0** (Num. Key) = Insert selection in the active mouse point in the text or object. If you have select an object / icon to move with the mouse point symbol in the active folder.
3. **Ctrl + Shift + H** = Apply the selected text formatting for hidden text.
4. **F4** = Repeat the last (any) action to continue.
5. **Shift + F4** = ‘Find’ or ‘Go to’ selected text place or page to repeat select.
6. **F5** = Displays the ‘Find and Replace’ dialog box for editing or ‘Go to’ for direct page access
7. **Ctrl + Shift + F8** = For extend mode selection of blocks of data in a document. Close with Esc
8. **Alt + Ctrl + Z** = Switch between the last 4 edit places (Go back maximum 4 steps)
9. **Shift + F5** = Takes previous cursor to a maximum of 4 steps from the selected cursor place in paragraph.
10. **Alt + Ctrl + Home** = Displays dialog box in the taskbar on the right side to open a list of browse options.
11. **Alt + Ctrl + K** = Enable auto format
12. **Ctrl + F5** = Change document window to middle size (Restore)
13. **Ctrl + F6** = Switch to the next word document window displayed (ALT + F6)
14. **Ctrl + Shift + F6** = Switch to the previous word document window displayed (ALT + SHIFT + F6)
15. **Ctrl + F7** = Move document to middle size window
16. **Ctrl + F8** = Document window for selecting window size adjustment. (Press ENTER to deselect.)
17. **Ctrl + F10** = Switch to active window, maximize or restore
18. **Alt + F10** = All application windows for mid size or maximize
19. **Ctrl + Shift + G** = Displays the word count dialog box

20. Alt + Ctrl + V = Paste Special dialog box display.

Symbol and Style Key Commands :

1. **Ctrl + Alt + C =** Insert the copyright symbol ©.
2. **Ctrl + Alt + R =** Insert the registered trademark symbol ®.
3. **Ctrl + Shift + S =** Select the style box option on the formatting bar to apply a style

Function keys Key Commands :

8. **Ctrl + Alt + F1 =** Displays Microsoft system information.
9. **Shift + F1 =** Displays the formatting dialog box.
10. **Shift + F2 =** Copies the selected text in an active document.
11. **F3 =** Selects auto text insert for the active document.
12. **Alt + F3 =** Auto text create dialog box is displayed for the selected text.
13. **Alt + F7 =** ‘Spell It’ feature displays the next misspelling.
14. **Shift + F7 =** Thesaurus dialog box is displayed for language meanings of the selected text language.
15. **F10 =** Selects ‘File’ option in the menu bar on the document.
16. **Shift + F10 =** Displays the selected object (available at mouse right click also) properties file menu on the current document.
17. **Shift + F12 =** Saves the current document

Fields Key Commands :

1. **F9 =** Use to update selected fields in the active document.
2. **Ctrl + F9 =** Use to insert a blank field in the active document.
3. **Shift + F9 =** Use to switch between a selected field code display and its result (toggle).
4. **Alt + F9 =** Use to switch between all field codes displayed and their results (toggle).
5. **Ctrl + Shift + F9 =** Use to unlink a field applied in the active document.
6. **Alt + Shift + F9 =** Use to run ‘Go to’ or ‘Micro’ option from the field displayed to the fields result.
7. **F11 =** Use to go to the next field selected in the current document

8. **Shift + F11** = Use to go to previous field selected in the active document
9. **Ctrl + F11** = Lock a field selection applied in a document.
10. **Shift + Ctrl + F11** = Unlock a field selection applied in a document.
11. **Ctrl + 3** = Lock a field selection applied in a document.
12. **Ctrl + 4** = Unlock a field selection applied in a document.

Show Markup Key Commands :

1. **Alt + Shift + I** = Display Mark a table of authorities entry (for citation).
2. **Alt + Shift + C** = Close the reviewing pane if open.
3. **Alt + Shift + O** = Mark a table of contents entry.
4. **Alt + Shift + X** = Mark an index entry.
5. **Shift + Ctrl + F5** = Bookmark dialog box display for applying select/deselect
6. **Alt + Ctrl + E** = Use for end note.
7. **Alt + Ctrl + D** = Mark to insert an end note.
8. **Alt + Ctrl + F** = Mark to insert a footnote.

Exercise - XXVIII

Microsoft Paint

This software lets you create drawings and effects

*To Opening M S Paint : Start Button → Programs / All Programs → Accessories
→ Paint → Enter Button.*

- ✓ **Windows / Start button + R** = Display **Run** dialog box → Type the file name (mspaint) in the text box → Enter (Press) for open your typed file.

M S Paint

For this exercise, you will use your mouse to choose the appropriate selections. Use the following key command /option.

❖ **Mouse** : This is a pointing device to select a place on desktop. Mouse activities are..

1. **Pointer** : To select on a particular place(Icon / object)
2. **Left Click** : To select the icon or option
3. **Right Click** : To select and display the selected item / icon properties (key command menus)
4. **Double Click** : To select and open Icon or program.
5. **Drag** : To select and move a Icon, to draw paint or auto shapes etc..

❖ **Edit** : Key Commands

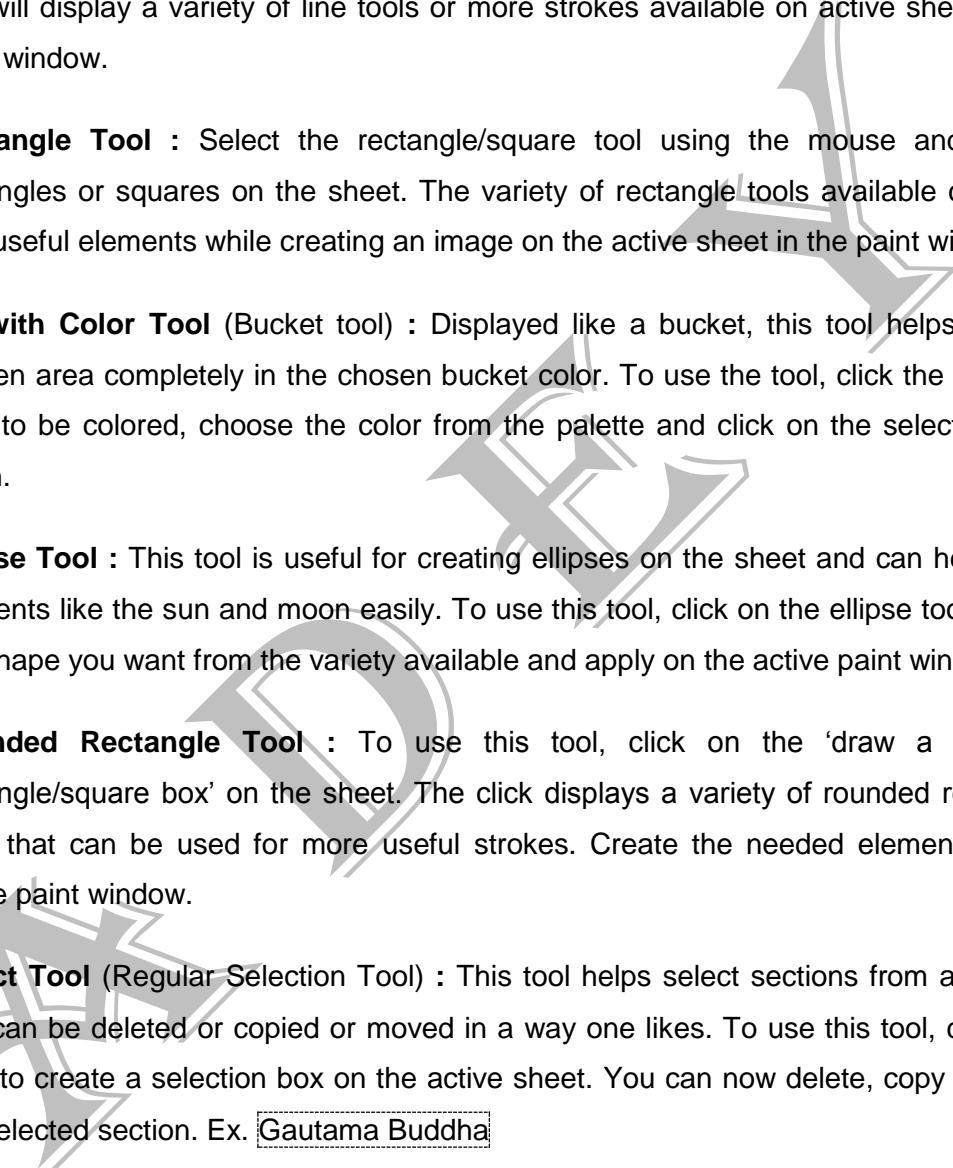
1. **Delete** = Delete the selected file
2. **Ctrl + Page Up** = Switch paint sheet to normal size
3. **Ctrl + Page Down** = Switch paint sheet to large size.
4. **Ctrl + + (Number Board)** = Selected eraser point option to zoom in
5. **Ctrl + - (Number Board)** = Selected eraser point option to zoom out.
6. **Shift + Dragging line/pencil tool** = Lets you can draw a straight line.

❖ **Tool Box** :

1. **Color Box** : You can use available color boxes that are always displayed with the 2 color box.

Note : This 2 color box displays an always - selected foreground color(can be used with left click of the mouse) and a background color(can be used with right click of the mouse). To use, you will select (R / L) color to draw a line in the current paint window.

2. **Pencil Tool** : This tool appears as a pencil point symbol on the screen and can be used to draw a single line aligned with your hand movement using the mouse. To draw a single line click and drag the mouse. You can also draw a single line using two color, one after the other. To use this, first select the foreground color box with the mouse left click and later switch to background color with the right click, when drawing the line.

- 
- 3. Eraser Tool :** Select the eraser tool, click and drag on an image to erase it. Selecting the tool will also give you a variety of erasing tools for more useful strokes. However keep in mind that the eraser tool uses the color selected in the background color window for an active sheet in Paint.
 - 4. Line Tool :** This tool is useful for creating a straight line. To use the tool, click and drag the mouse in the required direction. Click and drag to draw a straight line. Selecting the tool will display a variety of line tools or more strokes available on active sheet in the paint window.
 - 5. Rectangle Tool :** Select the rectangle/square tool using the mouse and create rectangles or squares on the sheet. The variety of rectangle tools available can help with useful elements while creating an image on the active sheet in the paint window.
 - 6. Fill with Color Tool (Bucket tool) :** Displayed like a bucket, this tool helps color a chosen area completely in the chosen bucket color. To use the tool, click the selected area to be colored, choose the color from the palette and click on the selected area again.
 - 7. Ellipse Tool :** This tool is useful for creating ellipses on the sheet and can help draw elements like the sun and moon easily. To use this tool, click on the ellipse tool, select the shape you want from the variety available and apply on the active paint window.
 - 8. Rounded Rectangle Tool :** To use this tool, click on the 'draw a rounded rectangle/square box' on the sheet. The click displays a variety of rounded rectangle tools that can be used for more useful strokes. Create the needed element on the active paint window.
 - 9. Select Tool (Regular Selection Tool) :** This tool helps select sections from an image that can be deleted or copied or moved in a way one likes. To use this tool, click and drag to create a selection box on the active sheet. You can now delete, copy or move the selected section. Ex. Gautama Buddha
 - 10. Free form Select Tool (Irregular Selection Tool) :** Like the selection tool, this tool too helps select a section of the image on the active window. However, using this tool helps users to select an irregular selection, rather than a rectangular one. This selection box is useful to delete, copy or move the selected image on sheet in the paint window.

Exercise - XXIX

M S Paint

❖ View : Key Commands

1. **Ctrl + T** = Select tick on / off the Tool box display in the sheet window.
2. **Ctrl + L** = Select tick on / off the Color box display in the sheet window.
3. **Tick Mark** = Select tick on / off the Status bar and Text toolbar display in the sheet window.

❖ Image :

1. **Ctrl + R** = Rotate dialog box display to rotate/flip the selected image (Rotate by Angle 0°, 90°, 180°, 270°)
2. **Ctrl + W** = Stretch/skew. Dialog box is displayed for sheet settings.
3. **Ctrl + I** = Invert color display in the active sheet.
4. **Ctrl + Shift + N** = Clear the image in the sheet.
5. **Ctrl + E** = Attributes dialog box is displayed about the selected image resolution, width and height settings for save size / type settings on disk.

❖ Tool Box :

11. **Curve Tool** : This tool is useful for easily creating curves for hills etc. To use the tool, draw a straight line first using the tool. You can then curve up/down using the required buttons to move two control points along the curve line. Selecting the tool will display a variety of curve line tools of different shapes and thickness to select one that best suits your need.
12. **Brush Tool** : To be used like the pencil tool, the brush gives a good display variety of brush tools for more useful strokes on active sheet in the paint window.
13. **Air Brush Tool** : This tool gives a light pattern shape of dots designed like the fill color effect. To use this tool, click to select it, choose the color and click and drag the mouse in the active window. The color effect is easily obtained. Selecting the tool also displays a variety of air brush tools for more strokes.
14. **Polygon Tool** : Create Polygons with required dimensions using this tool. First use this tool to draw a straight line. Next click on any other point in the sheet. A new line from the previous point is created. You can use this to create many lines and different shapes.

15. **Pick Color Tool** (Eye dropper tool) : You can use this tool to choose a color from the image and use the same on the bucket fill box in the paint window.
16. **Magnifier Tool** (Zoom Tool) : To zoom in / out and see different magnifications of the image in the paint window.
17. **Text Tool** : To use this tool, click on the tool and then on the active window. Click and drag to create a place box where you can enter text in varied styles and sizes.

Important Note : **F1 = Help** : To open Word Help task pane(show / hide) for browse your problem is detailly explained and solved → Type your any option / key command problem issue in search box → Press Enter key – browse and read your problem solve options.



Exercise - XXX

Microsoft PowerPoint

This software from the MS Office Suite is used for creating visual presentations that can be shown to a group or shared online.

To Opening M S PowerPoint : Start Button → Programs / All Programs→ Microsoft Office →Microsoft Office PowerPoint →Enter Button.

- ✓ **Windows / Start button + R** = Display **Run** dialog box →Type the file name (powerpnt) in the text box →Enter (Press) for open your typed file.

Create a PowerPoint Presentation

PowerPoint is useful for presenting complex information / Ideas to a group of people. It is easy to create, is visual, and relies less on text.

Important Key Commands:

1. **Ctrl + A** = Select all files / objects in the active slide.
2. **Delete** = Selected files are delete in the active slide.
3. **Ctrl + D** = This key command creates a duplicate of the selected object With effect / slide-thumbnails With effect.

Note : Ctrl + D : It is the equivalent of using Ctrl + C and Ctrl + V

4. **Ctrl + M** = This key command inserts a new slide into your presentation
5. **File button** = For open selected object / file properties(i.e. Clip art file – Size adjustment, Group, send to back, bring to front, edit or change picture etc.) son the slide.

❖ **Slide background apply :** Use these options for apply slide background color / styles.

1. **Alt →O(Format) →K(Background)** →Use down arrow key for open file →**F(Fill effects)** Use in office 2003.

2. **Alt → G(Design) → B(Background styles) → B(Format Background)** Use in office 2007/10.

❖ **Insert a Picture into your presentation :** Inserting a picture is one of the most common activities you'd expect to do while creating a presentation. To do so, you would use the following option key sequence:

1. **Alt File → I Insert → P(Picture) → F(From file)** = (Drawing toolbar option - Insert Picture) - Use in office 2003.

2. **Alt → N → P(Picture)** = - Use in office 2007/10.

Note : Use this option to display insert picture dialog box. You can the select a picture in the file box, and select Insert option to apply into your Slide.

❖ **Insert-Clip art into your presentation:** To insert clip art into your slide, use the following key command / option. Displayed Insert tab in menu bar :

1. **Alt** File → **I** (Insert) → **P** (Picture) → **C** (Clip-art) = - Use in office 2003.

2. **Alt** → **N** (Insert) → **F** (Clip-art) = - Use in office 2007/10.

✓ Use the option displayed as Clip art Task pane in your slide window,

1. **Insert Clip-art Model 1** : You can use Search for text box and type a clip art picture name, and select Go option for clip art thumbnails. Click on a picture to insert it onto the slide. – Use in office 2003/07/10.

Note 1: Lets you open clip-art all typed images in the Search for box. You can select Tick mark in the Search in .. box option → Everywhere (use in office 2003/07), and select Result should be box option → All media types(use in office 2003/07/10) in the active clip-art file / Pane.

Note 2 : Lets you open more clip-art files : Select Insert picture option → My Computer option → Local Disk / Operating System files (i.e. C) → Program Files → Microsoft office → CLIPART / MEDIA - select a image → Insert option.

2. **Insert Clip-art Model 2** : You can use Organize clips in the clip art displayed file. Display Microsoft clip organizer dialog box. You can choose to select + (Plus Sign) in Office collections → Applies more useful and different clip art options. →Select a clip art option to display clip art thumbnails in the file →Click on a picture thumbnail and select copy (CTRL + C) and insert (CTRL + V) into your slide.

❖ **Text Box Apply** : You have to select Text box in the text options from the Insert menu.

To drag box type on the slide for typing text.

1) **Alt** → **N** (Insert) → **X** (Text Box) = - Use in office 2007/10.

2) **Alt** → **H** (Home) → **K** (Line spacing) = - Use in office 2007/10.

3) **Alt** → **H** (Home) → **U** (Bullets) / **N** (Numbering) = - Use in office 2007/10.

❖ **Custom / Add Animation** : To add a custom animation to your presentation, select the element you want to animate, and use the following option key sequence:

1. **Alt** → **D** (Slide Show) → **M** (Custom Animation) = - Use in office 2003.

2. **Alt →A** (Animations) →**C** (Custom Animation) = Add Effect file - Use in office 2007.

3. **Alt →A** (Animations) →**AA** (Add Animation) = Add Effect file - Use in office 2010.

✓ **Custom / Add Animation Pane** : To add an effect, do the following:

1. **Auto Preview** : Select the auto preview check box at the bottom of the custom animation pane.

Note : Lets you will see auto preview of the selected effect, select the tick point in the check box for auto preview.

2. **Add Effect / Animation** : Hit the add effect button – use in office 2003/07.

1) **Entrance** (select the effect choice) →**More Entrance Effects** : Select more effects to see all the possible choices.

a) Select an entrance effect style of your choice.

b) At this point, you will see auto preview of the effect. If you like the effect, hit **OK** to commit to the effect.

❖ **Modify Transition / Transitions** : Select modify transition for background slide effect, sound and speed

1) **Alt →D** (Slide show) →**T** (Slide Transition) - Use in office 2003.

2) **Alt →A** (Animations) - Use in office 2007.

3) **Alt →K** (Transitions) →**T** (Transitions to this slide) / **O** (Effect Options) - in office 2010.

✓ **Slide Transition**(Task pane) / **Transition to this slide**(Ribbon box options) : →Select any option in the slide transition options file.

1) **Apply to Selected Slides box** : Select option using mouse click to create the slide background effect style in your slide background.

2) **Transition Sound, Speed / Timing box** : Select the speed & sound in your selected background effect.

3) **Advance Slide** : Select any option for your selected background effect.

a) **ON MOUSE CLICK** : Check the tick point box for selection on mouse click.

b) AUTOMATICALLY AFTER : Select in text box for selection after a set time.

4) **Apply to all** (Slides) : Use this option to apply selected background effect to all slides.

5) **Preview** : Previews all your selected background effects on the slide show.

❖ **Slide Show Commands** : Use to begin the slide show and view presentation in Slideshow mode. You may not edit your presentation.

1. **Shift + F5** = Slide Show from current/active slide.

2. **F5** = Lets you view your presentation in Slideshow mode. You may not edit your presentation in this mode.

3. **Right / Down arrow** = Lets you advance your presentation in Slideshow mode.

4. **Left / Up arrow** = Lets you go back in your presentation in Slideshow mode.

5. **Ctrl + P** = Switch the mouse pointer to pen point for drawing line on the slide show mode. Use FILE BUTTON for open slide show properties, select pointer options for draw to marking on the slide show mode.

Practice your skills

1. How do you modify to the selected file effect on the slide?

2. Is there any other way to do the slideshow other than F5?

3. How would you insert a picture using the picture toolbar?

EXTRA CREDIT :

1. What is the smallest size presentation you can make?

2. Insert image as the background

3. Insert clipart of a rabbit as the foreground.

4. Select Text box option on the insert toolbar → To drag box type on the slide for typing 4 points about the rabbit. → Apply add effects to the selected files point by point view on the slide.

Exercise - XXXI

Adding Effects to your Presentation

Once you have the appropriate content in your presentation, you can then add effects to how the content is displayed during the presentation.

1. **F6** = To select slide options and displayed (i.e. Custom Animation / Clip Art) pane in the presentation window, and press to select 'add the slide notes' about the select slide information. Use in ARROW KEYS for next option from the selected option.
2. **Tab** = To select a file / object (i.e. text / clip art / picture) on the active slide. Use in arrow keys for next option from the selected option.
3. **Alt + Shift + C** = This key command creates copy the selected animation format / effect for mouse click to paste the format next selected object – use in office 2010.

❖ **Custom / Add Animation :** To add a custom animation to your presentation, select the element you want to animate, and use the following option key sequence:

1. **Alt File →D (Slide Show) →M (Custom Animation)** = - Use in office 2003.
2. **Alt →A (Animations) →C (Custom Animation)** = Add Effect file - Use in office 2007.
3. **Alt →A (Animations) →AA (Add Animation)** = Add Effect file - Use in office 2010.

✓ **Custom /Add Animation Pane:** To add an effect, do the following 2nd...

- 2) **Exit (select the effect choice) →More Exit Effects :** Select more effects to see all the possible choices.
 - a) Select an exit effect style of your choice
 - b) At this point, you will see auto preview of the effect. If you like the effect, hit OK to commit to the effect.
- 3) **Emphasis (select the effect choice) →More Emphasis Effects:** Select more effects to see all the possible choices.
 - a) Select an emphasis effect style of your choice.

- b) At this point, you will see auto preview of the effect. If you like the effect, hit OK to commit to the effect.
- 4) **Motion Paths** (select the effect choice) →**More Motion Paths Effects** : Select more effects to see all the possible choices.
- a) Select a motion paths effect style of your choice
- b) At this point, you will see auto preview of the effect. If you like the effect, hit OK to commit to the effect.

Note : Selected motion path effect display on the slide, If you want to drag custom direction that effect, select Mouse-click at that path top or bottom point, and to drag any shape on the slide.

3. Modify: Lets you want selected effect modify to Start and Direction / Path / Size / Color options and Speed in the active effect on the custom animation pane- Use in office 2003 / 07.

- 1) Alt →**A** (Animations) →**C** (Animation Pane) → Selected Animation effect option Button menu →Effect options - Start and Direction / Sound / Speed etc. - Use in office 2010.

4. Play : Use this option to Play your selected background effect.(Show this option in the animation Pane.- in office 2010)

5. Change : Use this option to change and add effect the selected number / animation effect on the slide.

- 1) Alt →**A** (Animations) →**S** (Change or Add New Animation) - Use in office 2010.

6. Remove : Use this option to remove selected number / animation effect on the slide.

- 1) Alt →**A** (Animations) →**C** (Animation Pane) → Selected Animation effect option Button menu →Remove - Use in office 2010.

7. Re-order (Arrow options) : Mouse click to select animation effects order (serial number) on the slide. And use Re-arrange (option) in to the gap (in the select place) for change animation effects order in the custom animation pane .

Mouse click on the select animation effect range (number view) drag to move up or down in to the gap(in the select place) in the custom animation pane.

- 8. Re-order the selected Slide :** You can re-arrange the slide thumbnails pane in normal view. Click on the selected thumbnail to move and drag in to the gap (in the select place) after the selected slide.

1) **Alt →A (Animations) →C (Animation Pane) →Re-Order** options – in office 2010.

- 9. Slide Show :** Use to begin the slide show and view presentation in Slideshow mode. You may not edit your presentation. (Use to select all slides in the slide show and show your selected background effect.)

1. **Shift + F5** = Slide show from current slide.
2. **F5** = Slide Show
3. **Esc** = End the slide show.

Note : You may not edit your presentation in this slide show mode. But press file button (Mouse - Right click) for open slide show file properties, select pointer options for draw to marking on the slide show mode.

Practice your skills

1. Add or change or remove different types of effects.
2. How would you insert a table or equation using on the insert toolbar?

EXTRA CREDIT:

1. Insert image as the background.
2. And add clipart of a decorative element – dividers for apply 4 borders of the slide
3. And add a animal - rabbit as the foreground on the slide.
4. Apply add effects to the selected files point by point view on the slide.

Exercise - XXXII

New Presentation

Starting PowerPoint presentation automatically opens a slide. However if you want to view the New presentation window, you can choose the New option in File menu. On opening the New Presentation task pane, the following ways of creating a presentation are shown.

1. **Alt →F (File) →N (New)** = Show this options on the Task pane in office 2003.
2. **Alt →F (File) →N (New)** = Show this options available templates and themes – use in office 2007/10.

I. Blank and Recent (Presentation) : If you already have the needed content and color designs, choosing a blank presentation can help you create a slide design.

II. Installed Templates (Auto Content Wizard) (Photo Album): If you need content support to convert generic content into something more meaningful, using the auto content wizard can help.

III. Installed Themes (From Design Templates) : If you already have the required ideas for your content, but need help with designs or color schemes choose from the Design Templates file.

IV. New From Existing..(Presentation) : You can make design and content changes to an existing presentation to create a new presentation or make/ create a copy.

❖ **Design Template** : Select the option.

1. **Alt →F (File) →N (New)** = New Presentation Slide →From Design Template show on the task pane – use in office 2003.
2. **Alt →G (Design)** - Use in office 2007/10.
3. **Alt →G (Design) →H(Themes styles)** - Use in office 2007/10.

✓ **Apply a Design template** : Select a slide (using mouse left click) available from the Shown slides →Apply to the selected design slide in your slide.

❖ **Color Schemes** : Use these options for changing your slide design color schemes.(Show this option on the slide design task pane in office 2003)

✓ **Alt →G (Design) →Themes options** (i.e. **TC** (Color styles) / **B** = Background styles) Use in office 2007/10.)

- 1) **Apply color schemes** : Apply to the selected color schemes in the slide
- 2) **Edit color schemes** : Apply to change or edit more colors in color schemes dialog box display.

✓ **Form Design Templates Pane - Use in office 2003.**

- 1) **Browse** : Use this option to display the Apply Design Template dialog box.
- 2) **Template** : (Look in-) Open the selected folder in the box (Ex. 1033 /Presentation designs).
- 3) **Apply** : Select this option to the added Slide design task pane and also apply to your selected slide.

Note : Lets you open more clip-art files in office 2003 : Select Insert picture option →My Computer option → Local Disk (C) → Program Files → Microsoft office → Media / Templates Files - select a image →Insert.

❖ **Page Setup for your slide Size** : Lets you select this option for your slides sized for.., orientations setup..

1. **Alt →F(File) →U(Page Setup)** = Show Page Setup dialog box- use in office 2003.
2. **Alt →G (Design) →S (Page Setup) / O(Orientation)** = Show Page Setup options.- use in office 2007/10.

❖ **View** : Displayed View file in menu bar.

1. **Normal Mode** : Lets you view your presentation in Normal mode.

- 1) **Alt →V →N (Normal)** = - Use in office 2003
- 2) **Alt →W →L (Normal)** = - Use in office 2007/10.

2. **Slide sorter** : Lets you view your presentation in Slide sorter mode for easily re-arrange slides

- 1) **Alt →V →D (Slide Sorter)** = - Use in office 2003.
- 2) **Alt →W →I (Slide Sorter)** = - Use in office 2007/10.

Note : To the bottom corner of the slide, the slide symbol selected previews are given on the customize status bar options.

❖ **Insert Media files :** Lets you insert a Video or Audio clip from a file or a CD or website.

- 1) Alt(File) → N(Insert) → V (Video) / O(Audio) → Select a media clip to insert on the slide- use in office 2007/10.

Note : Lets you insert a media clip to play on the slide in office 2010.

❖ **Insert Action Buttons :** Add an action to the selected object to specify what should happen when you click on it.

- 1) Alt(File) → D(Slide Show) → I (Action buttons) → Select an Action button for insert on the slide.- use in office 2003.
 - 2) Alt(File) → N(Insert) → K (Links - Action) → Select an action file for inset on the slide.- use in office 2007/10.
- ✓ Select an action option to drag to open Action Settings dialog box → Select a option in the settings box (i.e. Select Run Program → Select Browse option → Select Video / Audio File) → Action button select on the slide show mode for open selected media file on the slide show mode.- use in office 2003/07.
- 1) Select Play Sound option for creating the action button effect sound → Select OK.
 - 2) Select Slide Show (**F5**) → Click the button option on the Slideshow →
 - 3) Display Browse dialog box with Yes / No options →
 - 4) Select Yes option for Video / Audio File Open on the slide Show

Practice your skills

1. Do you a PowerPoint presentation with auto transitions, so you do not have to click during the presentation?
2. How do you insert a media file / action button on the slide?

PowerPoint Presentation – More Working Key Commands

Presentation window Key Commands :

1. **Ctrl + F10** = Select the menu bar option
2. **Ctrl + F6** = To select next presentation window.
3. **Ctrl + Shift + F6** = To select previous presentation window.

Slide layout & other working Key Commands :

1. **Ctrl + Page Down** = Switch to the lower slide option in the selected (F6) slide layout dialog box
2. **Ctrl + Page Up** = Switch to the Up slide option in the selected (F6) slide layout dialog box
3. **Ctrl + Shift + Tab** = Switch to the previous option in the dialog box (CTRL + PAGE UP).
4. **I** (Slash) = Use to turn character formatting On / Off.
5. **Shift + F4** = Find repeat the selected find text in the slide.

Slide Show Key Commands :

1. **B** = Use this option to show/hide black screen in the slide show.
2. **E** = Use this option to erase annotations in the slide show.
3. **H** = Use this option to go to the next hidden slide in the slide show.
4. **N** = Use this option for selecting the next slide.
5. **O** = Use original timings in the slide show.
6. **P** = Use this option for selecting previous slide.
7. **S** = Use this option for starting and restarting the slide show.
8. **W** = Use this option for screen show or hide in the slide show.
9. **Ctrl + 1** = Use this option to always hide mouse pointer and buttons in the slide show.
10. **Ctrl + A** = Switch to mouse pointer arrow options display in the slide show.
11. **Ctrl + H** = Use this option to hide mouse pointer and option buttons temporarily in the slide show.

Exercise - XXXIII

M. S. Excel

This software from the MS Office suite allows users to easily tabulate, arrange, calculate and organize data.

To Opening M S Excel : Start Button → Programs / All Programs→Microsoft Office →Microsoft Office Excel →Enter Button.

- ✓ **Windows / Start button + R** = Display **Run** dialog box →Type the file name (excel) in the text box →Enter (Press) for open your typed file.

Formula-Operators - 1

Excel is useful for dealing with large amounts of data that needs to be sorted, computed or presented. This is also the first step to learning programming languages, or about databases.

Key Commands and Option Keys :

1. **Ctrl + 1** = Display's the Format cells dialog box.
2. **F2** = Insert cursor in the active cell.
3. **F6** = To select sheet options (i.e. Menu bar / Sheet / Sheet Zoom) in the window, use in arrow keys for next option from the selected option.
4. **Alt + Enter** = Begin a new paragraph line in the active cell.
5. **Shift + Ctrl + +** = Insert rows/columns or shift cells right/ down the option selected dialog box in the active sheet.
6. **Ctrl + -** = Delete rows/columns or shift cells left/ up, using the option selected dialog box in the active worksheet.
7. **Ctrl + Space bar** = Select the current column in the active workbook.
8. **Shift + Space bar** = Select the current row in the active workbook.
9. **Shift + F11** = Insert a new sheet(sheet 4,5..) in the active work book (ALT + SHIFT + F1)
10. **Ctrl + Page Up / Down** = Move to the next or previous worksheet in the active work book.(Ex. Sheet 1, Sheet 2..).

❖ Font type and Font size text box select in the toolbar :

- 1) **Ctrl + Shift + F** (activate font box) = - Use in office 2003.
- 2) **Ctrl + Shift + P** (activate font size box) = - Use in office 2003.
- 3) **Alt → H → FF**(activate font box) = Activate font box on the toolbar- Use in office 2007/10.
- 4) **Alt → H → FS** (activate font size box) = Activate font size box on the toolbar - Use in office 2007/10.

❖ Operators Symbols : Meaning and Example.

Note : 1. Type the selected formula into any blank cell in the worksheet of your choice.
Before entering any formula and functions you must begin with an Equal to sign “=”

Note : 2. In between the formula don't give any spaces, if you give spaces between the formula the formula does not apply.

❖ **Types of operators** : There are four different types of operators: arithmetic, comparison, text concatenation, and reference.

➤ **Arithmetic operators** : Lets you can perform basic operations such as addition, subtraction, multiplication; combine numbers; and produce numeric results, use the following arithmetic operators.

S No	Arithmetic operator	Meaning	Practical Example
1	+ (plus sign)	Addition	=6+6 (Answer : 12)
2	- (minus sign)	Subtraction / Negation	=7-1 (Ans. : 6) =-1-5 (Ans. : -6)
3	* (asterisk)	Multiplication	=6*6 (i.e. 6×6) (Ans. : 36)
4	/ (forward slash)	Division	=4/2 (i.e. $4 \div 2$) (Ans. : 2)
5	+ / * (Multi Sum)	Addition and Division and Multiplication	=6+6+18/2*8 (i.e. $6 + 6 + ((18 \div 2) \times 8)$) (Ans. : 84)
6	* + / - (Multi Sum)	Multiplication and Addition and Division and Subtraction	=3*6+24/8-9 (i.e. $3 \times 6 + ((24 \div 8) - 9)$)(Ans.: 12)
7	*+ (/) - (Multi Sum)	Multiplication and Addition and Division and Subtraction	=4*4+(16/4)-2 (i.e. $4 \times 4 + (16 \div 4) - 2$))(Ans. : 18)
8	* (+) / + (Multi Sum)	Multiplication and Addition and Division and Addition	=8*(8+4)/4+2 (i.e. $8 \times (8 + 4) \div 4 + 2$)(Ans. : 26)
9	% (percent sign)	Percent	=20/100 (Ans : 0.2) and then use CTRL + SHIFT +% (Ans : 20%)
10	* / (interest sum)	Money Interest sum	=1000*1.5/100 (Ans. : 15) (i.e. Rs1000 X Interest Rs 1.5 by Rs 100)
11	: (colon)	Cells Range (From – To)	=SUM(B2:D2) (i.e. $B2+C2+D2$)
12	" " (inverted commas sign)	Displays active formula result action in the active cell	"Pass"
13	, (comma sign)	Cells range activate union	= B1:F4,C3:H6,...

Exercise - XXXIV

Formula-Operators - 2

Key Commands and Option Keys :

1. **Page Up (or) Down** = Move the page up or down in the active workbook.
2. **Alt + Page Up (or) Down** = Move the scroll to right or left in the active workbook.
3. **Scroll lock** = Extend the selection mode scroll lock on/off in the active cell, for moving scroll bar options in the current work sheet.(i.e. press SCROLL LOCK, and then SHIFT + HOME (or) END)
4. **Ctrl + F9** = Minimize the active work book window.
5. **Ctrl + F10** = Restore / maximize the selected minimized worksheet in the active window.
6. **Ctrl + Tab** = Move to select the next minimized worksheet in the active window. (Note : Opened above 2 worksheets in the active window.)
7. **Shift + Ctrl + Tab** = Move to select the previous minimized worksheet in the active window.

❖ Borders and Fill color apply in the active cells:

1. **Ctrl + Shift + &** = Apply an outline border to the selected cells.
2. **Ctrl + Shift + _** = Remove the outline border from the selected cells.
3. **Alt →H →B** = Lets you select borders option-for apply borders in the active cells.
4. **Alt →H →H** = Lets you select Fill color option—for apply color the background of the selected cells.

S No	Operator	Meaning	Practical Example
1	\wedge (caret)	Exponentiation	$=2^5$ (i.e. $2 \times 2 \times 2 \times 2 \times 2$ or $2^5 = 32$)
2	SQRT	$\sqrt[2]{ }$ (Square Root of)	$=SQRT(25)$ (i.e. $5 \times 5 \sqrt[2]{25}$ (Ans : 5)
3	POWER	$\sqrt{ }$ (Root of)	$=POWER(2,3)$ (i.e. $\sqrt[2]{2,3}$ Ans: $2^3 = 8$)
4	SQRT(POWER)	$\sqrt[2]{ }$ (Square Root of)	$=SQRT(POWER(A1,2)+POWER(B1,2))$ (Note: A1=3, B1=4) (i.e. $\sqrt[2]{3 + 4}$ Ans : 5)
5	+ !Linking Sheets Sum	Between Two sheets	$=B2+SHEET2!C8$ (i.e. Sheet1 Cell B2 + Sheet2 Cell C8)
6	TODAY()	Current Date	$=TODAY()$ (Insert date : 16/10/2014)

- **Comparison operators** : You can compare two values with the following operators. When two values are compared by using these operators, the result is a logical value either TRUE or FALSE

- ✓ **Comparison Functions with more examples :**

S No	Comparison operator	Meaning	Practical Example
1	= (equal sign)	Equal to	=35=35 (Answer : TRUE)
2	> (greater than sign)	Greater than	=36>35 (Answer : TRUE)
3	< (less than sign)	Less than	=36<35 (Answer : FALSE)
4	>= (greater than or equal to sign)	Greater than or equal to	=36>=35 (Answer : TRUE)
5	<= (less than or equal to sign)	Less than or equal to	=36<=35 (Answer : FALSE)
6	<> (not equal to sign)	Not equal to	=36<>35 (Answer : TRUE)

Exercise - XXXV

Insert Auto-Sum Formulas

Key Commands and Option Keys :

1. **Alt + =** = auto select sum formula in the active cell.
2. **Ctrl + ;** = Insert date in the active cell.
3. **Shift + Ctrl + ;** = Insert time in the active cell
4. **Ctrl + Shift + #** = Apply the DD/MM/YY date format in the cell. (Ex. 16/08/2014)
5. **Ctrl + Home** = Move to select the first cell in the active worksheet.
6. **Ctrl + End** = Move to select the last used cell in the active worksheet.
7. **Ctrl + '** = Copy the above cell formula or name in the active cell.
8. **Ctrl + Shift + ~** = Apply the general format style in the active cell.

Note : Lets you insert any other (date) format style in the active cell, that format active cell could not receive any other format style. You must change in to general format.

- ❖ **Merge Cells :** Lets you select this option for joins the selected cells in to one larger cell.
1. Use this option(icon **Merge to center (a)**) in the formatting toolbar for selecting rows and columns to merge and center. - Use in office 2003.
 2. **Alt →H →M**(Merge options) →Merge &Center/ Merge Across/Merge Cells/Unmerge Cells)= Merge the active cells - Use in office 2007/10.

- ❖ **Sheet Rename and Row or Column size adjustments :** Opens the hide or unhide, sheet rename adjustments..
- 1) **Alt →O →R**(Row-height)/ **C**(Column-width)/ **H**(Sheet-rename/hide/unhide..) - Use in office 2003.
 - 2) **Alt →H →O**(Format) →Cell Size –**A**(Auto fit row height) / **I**(Auto fit column width)- Use in office 2007/10.
 - 3) **Alt →H →O**(Format) →Visibility - **U**(Hide/unhide...), Organize sheets – **R**(Rename) /**M** (Move or Copy) /**T** (Tab color..) - Use in office 2007/10.
 - 4) **Alt →H →O**(Format) →Organize sheets – **R**(Rename) /**M** (Move or Copy) /**T** (Tab color..) - Use in office 2007/10.

❖ **Auto formula meaning with example :** You can directly select an Auto Formula displayed in the Dialog box, to automatically add the formula into the cell.

1. You can use the Auto sum icon (Greek letter sigma, Σ) on the standard toolbar- Use in office 2003.
2. **Alt → H → U**(Auto sum options) → Functions Library options - Use in office 2007/10.

Addition (SUM) : **=3+3** or **=A1+B1**(simply type of the formula for sum.)

Auto Sum (Σ) : **=SUM(B2:G2)** (auto insert sum formula in the active cell.)

Note : Lets you can auto sum applies, you have selecting one blank cell with the selected cells range, for applies auto sum result in the blank cell. Ex. Auto sum - Sum/Average/Maximum/Minimum/ Count numbers.. etc.

✓ **Auto Sum Formula Exercise :**

	A	B	C	D	E	F	G	H	I
1	Amount Bills								
2	S. No	Faculty Name	Jan	Feb	Mar	Apr	May	Jun	6 Months Total
3	1	Ramaraju Ch	15,000	15,600	18,000	15,800	16,000	19,000	99,400
4	2	Amal Ch	12,500	13,500	12,300	13,500	12,700	12,600	77,100
5	3	Sashi G	12,000	11,400	10,000	13,000	11,600	13,000	71,000
6	4	Arif Md	10,000	12,000	11,400	15,000	11,300	14,500	74,200
7	Total Amount		49,500	52,500	51,700	57,300	51,600	59,100	321,700

Note :Selected cells to move Up / Down or Right / Left =Lets you select mouse point symbol selected rows/columns outside border. That symbol changes moving symbol, If you can moving, mouse click to select outside border and you want any cells area in the active sheet.

Exercise - XXXVI

Create Formulas - 1

Key Commands and Option Keys :

1. **Ctrl + Shift + Home** = Extend the selection to the first cell in the current row.
2. **Ctrl + Shift + End** = Extend the selection to the last used cell on the current worksheet.
3. **End → Shift + Enter** = Extend to select the last used row cell in the active worksheet.
4. **End → Shift + Home** = Extend the selection to the used end cell in the current row.
5. **CTRL + D** = Copy the above cell formula : To auto insert a formula, select the active formula cell box and press SHIFT + DOWN ARROW KEY for selecting the next cell. And press CTRL + D for formula to apply.

❖ **Statistical functions :** Formula Value preview Ex. **B, F** = Column, **4** = Row Number

1. **SUM** : The SUM Function will calculate the total value in a range of cells. (Insert Auto Sum Formula :
=SUM(B4:F4))
2. **MAXIMUM** : The Maximum (MAX) Function will provide the maximum value in a range of cells.
=MAX(B4:F4)
3. **MINIMUM** : The Minimum (MIN) Function will provide the minimum value in a range of cells.
=MIN(B4:F4)
4. **AVERAGE** : The Average (AVG) Function will calculate the average value in a range of cells.
=AVERAGE(B4:F4)
5. **COUNT IF** : You can use the COUNT IF Function to find and count match-specified result data using this formula : (Finding matched Names or Pass / Fail data)
=countif(C4:C17,"Pass")
(or)
=countif(B4:B17,"Raju")

- ✓ **Working Example : 10th Class Marks List (S No, Name, H T No, Subjects, Total, Max, Min, Average.....)**

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Association for Digital Empowerment of Youth												
2	Z P H School – BAVAIPALEM												
3	S No	Name	Tel	Eng	Hind	Maths.	Sci.	Soc.	Total	Max	Min	Average	Result
4	1	R Raju Ch	88	78	68	89	95	88	506	95	68	84.33333	
5	3	Amal Ch	85	79	94	72	71	81	Add Formula	Add Formula	Add Formula	Add Formula	
6	2	Arif Md	75	89	78	84	94	83	Add Formula	Add Formula	Add Formula	Add Formula	

Serial Numbering Auto Insert Examples

- ✓ **To Key Board :** Type number 1 and select in the active number(1) cell. Now select series dialog box for auto insert number to the lower(columns) or right(rows) cells in the active work sheet.
- **Alt → H → F1 → S(series) → Columns / Rows → Linear → Step Value(i.e.1) to Stop Value (i.e.26) → Press option Ok – use in office 2007/10.**
- ✓ **To Mouse :** Type numbers 1, 2 under the S No. column cells. Now select the 1, 2 numbering cells in the column to add Serial Number to the lower or right cell. Move the mouse pointer on the displayed black dot in the selected box. The mouse pointer symbol changes to Plus (+). Now left click the mouse and drag to the next cell. Serial numbers appear in the consecutive cells.

Exercise - XXXVII

Create Formulas - 2

❖ Hide or Show Rows or Columns Key Commands.

1. **Ctrl + 9** = Hide all selected rows.
2. **Ctrl + Shift + (** = Show all hidden rows.
3. **Ctrl + 0** = Hide all selected columns.
4. **Ctrl + Shift +)** = Show all hidden columns.

❖ Logical Functions : Conditional Tests Formula with example:

1. **IF** : You can use IF to conduct conditional tests on values and formulas. This IF (Conditional Tests) function returns one value if a condition you specify evaluates to be True, and another value if it evaluates to be False.

IF (Condition, if_ "Pass", "Fail")

2. **COUNT IF** : You can use the COUNT IF Function to find and count match-specified result data using this formula.

=countif(C4:C17,"Pass")

3. **AND** : 'If' and 'And' Function when used will give the answer as 'true' when all the arguments are true, and False when argument is False

4. **OR** : If OR function is used and at least one of the arguments is true, the answer is true. If all arguments are False answer is False.

=OR(4*6=3*8) (Answer : True) (i.e. $4 \times 6 = 3 \times 8$)

=OR(2*8=3*8) (Answer : False) (i.e. $2 \times 8 = 3 \times 8$)

5. **NOT** : If NOT Function is used and argument is False, the answer is true, and if the argument is True, the answer is False

=NOT(3>8) (Answer : True)

=NOT(3<8) (Answer : False)

✓ Note : Please type all formulas without space, only space use in " __ " place.

❖ **Formulas with examples:**

1. RESULT : You can use the RESULT function to calculate the ‘Result’ value in a range of cells.

=if((c4>=35)*and(d4>=35)*and(e4>=20)*and(f4>=35)*and(g4>=35)*and(h4>=35),

“Pass”, “Fail”) (or)

=if(and(min(c4,d4,f4,g4,h4)>=35,e4>=20), “Pass”, “Fail”)

Note : Formula Value preview i.e. **C** to **H** = Name of Columns, **4** = Number of Row

2. CLASS : You can use the CLASS Function to calculate the Class value in a range of cells.

=if(k5=“Fail”, “Notvalid”, if(i4>=500, “Distinction”, if(i4>=360, “FirstClass”, if(i4>=300, “Second Class”, “Third Class”))))

Note : Formula Value preview i.e. **I** = Total Name of Column , **K** = Result Name of Column.

3. GRADE : You can use the GRADE Function to calculate the Grade value in a range of cells.

=if(k4=“Fail”, “Notvalid”, if(j4>=92, “A+ Grade”, if(j4>=80, “A Grade”, if(j4>=72, “B+ Grade”, if(j4>=60, “B Grade”, if(j4>=52, “C+ Grade”, if(j4>=35, “C Grade”)))))))

Note: Formula Value preview i.e. **K** = Result Name of Column, **J** = Average Name of Column.

❖ **10th Class Marks List(Result, Class, Grade):**

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Association for Digital Empowerment of Youth												
2	Z P H School – BAVAIPALEM												
3	S No	Name	Tel	Eng	Hind	Maths	Sci	Soc	Total	Average	Result	Class	Grade
4	1	R.Raju	88	78	68	89	95	88	506	84.33333	Pass	Distention	A Grade
5	3	Amal Ch	85	79	94	72	71	81	482	80.33333	Pass	Add Formula	Add Formula
6	2	Arif Md	75	89	78	84	94	83	503	83.83333	Pass	Add Formula	Add Formula

Excel / Worksheet – Page Breaks Adjustment for Printing

❖ **Page Break Preview:** View a preview of where pages will break when the active worksheet / book as printed. - Use in office 2003.

1) **Alt →W(View) →I(Page Break Preview)** = You can adjust where the page breaks are by clicking and dragging them with your mouse. - Use in office 2007/10.

Note : You can use page breaks size adjustment by clicking and dragging them with your mouse for printing paper setup, as you like.

Formula auto insert in 3 types

- 1st.** To auto insert a formula, select the formula cell box and press SHIFT + DOWN ARROW KEY for selecting the next cell. Finally press CTRL + D for formula to apply.
- 2nd.** To auto insert a formula, select the formula cell box and press CTRL + C and press SHIFT + DOWN ARROW KEY for selecting the next cell. Finally press ENTER for formula to apply.
- 3rd.** You can select a formula cell for adding the formula to the next (lower/right) cell, and move the mouse pointer on the displayed selection box black dot symbol. Mouse pointer symbol changes to Plus (+). Press left click the mouse to drag to lower/right cell area for formula to apply.

Practice your skills

1. Create a new list of addresses, and generate a personalized letter for each of the people in the list.

EXTRA CREDIT:

1. Can you import addresses information from an excel(spread) sheet?
2. What other sources if information can you use to generate your letters?

Exercise - XXXVIII

Create Formulas - 3

❖ Menu Bar Options Key Commands :

1. **Sheet Background adjustment** : Display sheet background dialog box for Apply excel sheet background..
- 2) **Alt → O → H (Sheet) → B(Background)** - Use in office 2003.
- 3) **Alt → H → G(Background)** - Use in office 2007/10.

❖ Formatting/Home Toolbar options :

1. You can use **Font color** icon for applying selected text color.
2. You can use **Fill color** icon for applying cell background.

❖ Presets Key Commands.

1. **Alt + O** = Apply the Outline Option
2. **Alt + I** = Apply the Inline Option
3. **Alt + N** = Apply the None Option

➤ Border Line Key Commands:

Display Format dialog box in the active worksheet.

Select

- 1) **Alt + T** = Apply the top line border on the selected cells.
- 2) **Alt + B** = Apply the bottom line border on the selected cells.
- 3) **Alt + L** = Apply the left line border on the selected cells.
- 4) **Alt + R** = Apply the right line border on the selected cells.
- 5) **Alt + D** = Apply the downward diagonal border line border on the selected cells.
- 6) **Alt + U** = Apply the upward diagonal border line border on the selected cells.
- 7) **Alt + H** = Apply the horizontal line border on the selected cells.
- 8) **Alt + V** = Apply the vertical border line border on the selected cells.

❖ Print Preview options :

- 1) **Ctrl + F2** = Print Preview
- 2) **Ctrl + Up Arrow** = Display the first page.
- 3) **Ctrl + Down Arrow** = Display the last page.
- 4) **Page Up** = Display the previous page
- 5) **Page Down** = Display the next page
- 6) **Close** = Select close option on the print preview toolbar.

❖ Phone Bill Formulas with Example :

1. **O M C** = Old Month Calls
2. **P M C** = Present Month Calls
3. **C C** = Current Calls Formula : $=(e3-d3)$
4. Net Calls Formula: $=(f3-g3)$
5. Bill Formula:
 $=if(h3>=350,h3*0.4,if(h3>=250,h3*0.5,if(h3>=150,h3*0.8,if(h3>=50,h3*1))))$

Note : Formula Value preview i.e. **h3** = No. of Column and Row, **0.4** = Rupees/Paisa

✓ Phone Bill Exercise :

	A	B	C	D	E	F	G	H	I
1	Phone Bill								
2	S No	Name	Phone No	O M C	P M C	C C	Free Calls	Net Calls	Bill amount
3	1	Siddartha Ch	23456	567	789	222	125	97	97
4	2	Surya Ch	23457	345	438	Add Formula	125	Add Formula	Add Formula

❖ Electrical Bill Formulas Example :

1. **O M U** = Old Month Units
2. **P M U** = Present Month Units
3. **C U** = Current Units Formula $=(d3-c3)$
4. Electrical Bill Formula:
 $=if(e3>=350,e3*8,if(e3>=250,e3*4.05,if(e3>=100,e3*3.5,if(e3>=50,e3*1.75))))$

Note : Formula Value preview i.e. **e3** = No. of Column and Row, **8** = Rupees / Paisa

✓ Electrical Bill Exercise :

	A	B	C	D	E	F
1	Electrical Bill					
2	S No	Meter No	O M U	P M U	C U	Bill
3	1	123654	567	789	222	444
4	2	123656	675	756	Add Formula	Add Formula

Exercise - XXXIX

Create a Chart

❖ Create a chart in selected Rows and Columns with Key Commands.

1. **F11** = Create a chart from the active range of cells (**Alt + F1**) shown in the Chart toolbar.

❖ Create Chart : Select to create a chart

- 1) **Alt → I (Insert) → H (Chart Dialog box)**- Use in office 2003.
- 2) **Alt → N(Insert) → K(Chart Box) / C(Column) / L(Line) / E(Pie) / B(Bar) / A(Area) / D(Scatter) / O(Other Charts)**- Use in office 2007/10.
- 3) **Alt → J C(Chart Tools - Design)**- Lets you select this option for apply design chart styles and layouts and data options etc.. in the active chart. - Use in office 2007/10.
- 4) **Alt → J C(Design) → W(Switch to Row or Column)**- Lets you select this option for change rows or columns in the active chart. - Use in office 2007/10.
- 5) **Alt → J A(Layout)**- Lets you select this option for apply Labels, Axes, Background, Analysis and Insert (text box / picture / auto shapes) etc. in the active chart. - Use in office 2007/10.
- 6) **Alt → J O(Format)**- Lets you select this option for apply shapes and word art styles, arrange and size etc.in the active chart. - Use in office 2007/10.

A	B	C	D	E	F	G	H
S No.	Name	Telugu	English	Hindi	Mathematics	Science	Social
1	Siddartha Ch	96	98	97	99	99	98
2	Surya Ch	98	95	91	96	92	99
3	Swapna P	92	86	89	91	91	92
4	Nagadevi Ch	92	95	91	98	95	92

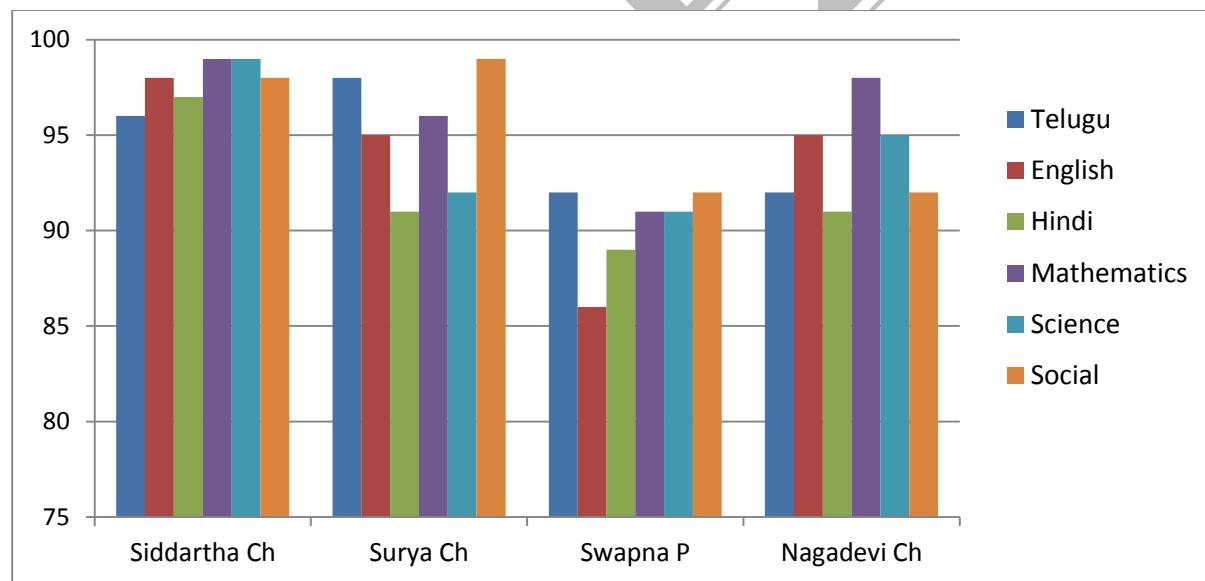
❖ **Chart Dialog box- Use in office 2003.** : Chart wizard Step 1 to 4 Chart Type dialog box displayed. Chart dialog box options are,

- 1) **Standard Type** : By selecting the Standard Type chart options, a variety of chart sample images are displayed. Select the chart sample you like and select Finish option. Apply your selected chart in your table work sheet.
- 2) **Custom Type** : You can select a chart type option in more useful custom chart types. If you like any of the custom type charts, select it and click Finish option. Apply your selected chart in your table work sheet.

NOTE : You can also choose a chart image and select Next option for displaying your selected chart. If you have chosen an option for direct insertion in your select option sheet go to FINISH option to apply in your selected work sheet.

✓ **Create Chart :Table to C**

hart Image



Note : Use File properties(mouse right click) for edit or add data and change series chart type in the chart.

✓ **Shift + Ctrl + < or >** = Selected text data for increases or decreases font size.

Exercise - XL

Auto-Filter

Select the Auto-filter options in the Name (Column Headings) cell. Filter point option apply in the cell for select same name data or apply sort ascending order or descending order.

- 1) **Alt →Data →Filter →Auto Filter** on/Off. - Use in office 2003.
- 2) **Alt →A(Data) →(Sort & filter options) T(Filter)On/Off =** Insert Filter options in the active selection Use in office 2007/10.
- 3) **Shift + Ctrl + L =** Auto Filters On/ Off in the active cells.
- 4) **File Button →E(Filter) / O(Sort) =** You can use filter options in the active cell in working sheet.
- 5) **Alt + Ctrl + F5 =** Refresh All in the active cells.

- ✓ **Auto Filter Tools :** Selected auto filter option/button enable filtering of the selected cells.
Filters are two types :

1. **Text Filter :** Equals to..., Equals to..., Does not equal...., Begins with..., Ends with..., Contains...., Does not Contain....
2. **Numbering Filter :** Equals to, Does Not Equal, Greater Than, Greater Than or Equal to, Less Than, Less Than or Equal to, Between, Top 10, Above Average, Below Average.

- ✓ **Go to.**

- 1) Sort smallest to largest : Apply sort ascending order.
- 2) Sort largest to smallest : Apply sort descending order.
- 3) Sort by color : Apply sort by color ascending order or descending order.
- 4) Clear filter from : Reset / Clear all filters from the active filter button.
- 5) Filter by color: only show selected filter color.
- 6) Text filters : only show selected text filter.
- 7) Number filters : only show selected number filter.
- 8) Options Box : Only show Tick mark selected options(Text / Number..)

❖ **Track Changes** : Lets you have apply track changes in the active work sheet/book.

- 1) **Alt → R(Review) → G(Track Changes) → H(Highlight Changes)** = Track changes On/Off in the active work sheet/book.
- 2) **Alt → R → G → C(Accept / Reject Changes)** = Accept or reject track changes in the active work sheet/book.

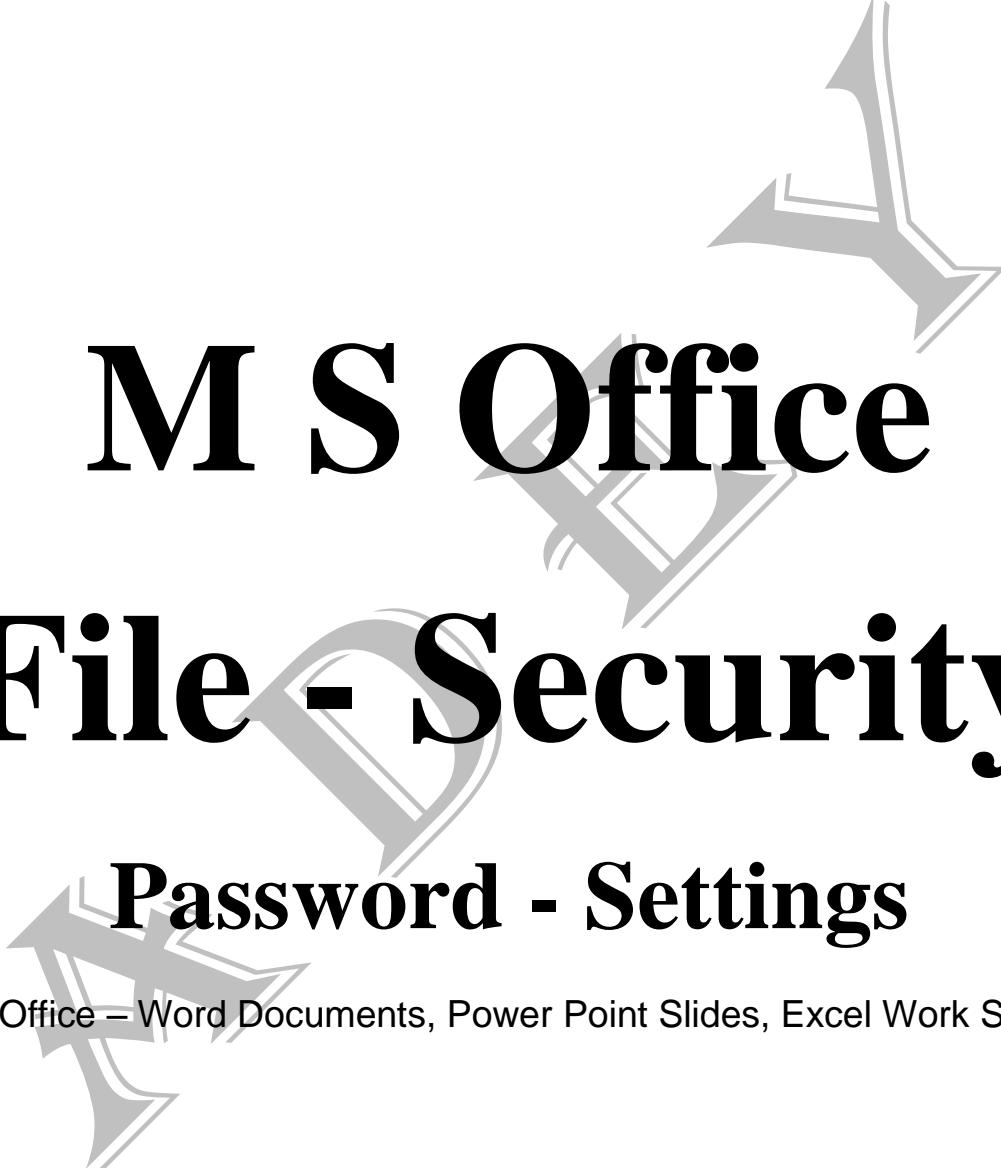
M S Excel – More Key Commands

❖ **Excel Key Commands :**

1. **F8** = Toggle Extend (EXT) Mode On/ Off, and then use arrow keys for the selected cell to extend to continued next cell in the active work book.
2. **Ctrl + [** = Select active cells referenced by formulas in the active formula.
3. **Ctrl +]** = Select active formula referenced by formulas in the active cells
4. **Alt + ’** = Display Style dialog box.
5. **Ctrl + F11** = Insert a new micro worksheet in the active worksheet
6. **Alt + Down arrow** = Display the auto-complete drop-down list. You can select the required entry from the drop-down list shown for auto-complete.

❖ **Group the select rows or columns Key Commands.**

1. **Alt + Shift + Right Arrow** = Group (Show dialog box) the selected rows or columns
2. **Alt + Shift + Left Arrow** = Ungroup (Show dialog box) the selected rows or columns.
3. **Ctrl + 8** = Display the outline symbols On/Off
4. **Alt + shift + Right Arrow** = Select rows/columns for opening Group (dialog) box.
5. **Alt + shift + Left Arrow** = Selects group rows/columns for Ungrouping(dialog) box.



MS Office

File - Security

Password - Settings

(MS Office – Word Documents, Power Point Slides, Excel Work Sheets)

MS Office File Security Adjustments

❖ **Word Document Security :** You can use the enter new password in the security options dialog box text line. If you have to edit a password protected document, enter the old password for open.

✓ **F12(Save As) →Tools (Alt + L) →E (Security Options - Type in the Password to open line -Text box line →Ok - Use in office 2003.**

✓ **F12(Save As) →Tools (Alt + L) →G (General Options - Type in the Password to open line-Text box line →Ok - Use in office 2007/10.**

➤ Remove Password Security : Lets you can remove the password Security in your Document..

✓ **F12 (Save As) →Tools (Alt + L) →E / G (Security Options - Remove text in the Password to open box →Ok**

❖ **PowerPoint Slide Security :** You can use the enter new password in the security options dialog box text line. If you have to edit a password protected slide, enter the old password for open.

✓ **F12(Save As) →Tools (Alt + L) →E (Security Options - Type in the Password to open line -Text box line →Ok - Use in office 2003.**

✓ **F12(Save As) →Tools (Alt + L) →G (General Options - Type in the Password to open line-Text box line →Ok- Use in office 2007/10.**

➤ Remove Password Security : Lets you can remove the password Security in your slide..

✓ **F12 (Save As) →Tools (Alt + L) →E / G (Security Options - Remove text in the Password to open box →Ok.**

❖ **Work Sheet(Excel) Security** : You can use the enter new password in the security options dialog box text line. If you have to edit a password protected sheet, enter the old password for open.

✓ **F12** (Save As) →**Tools** (Alt + L) →**E** (Security Options - Type in the Password to open line -Text box line →Ok

➤ Remove Password Security : Lets you can remove the password Security in your sheet..

✓ **F12** (Save As) →**Tools** (Alt + L) →**E** (Security Options) - Remove text in the Password to open box →Ok

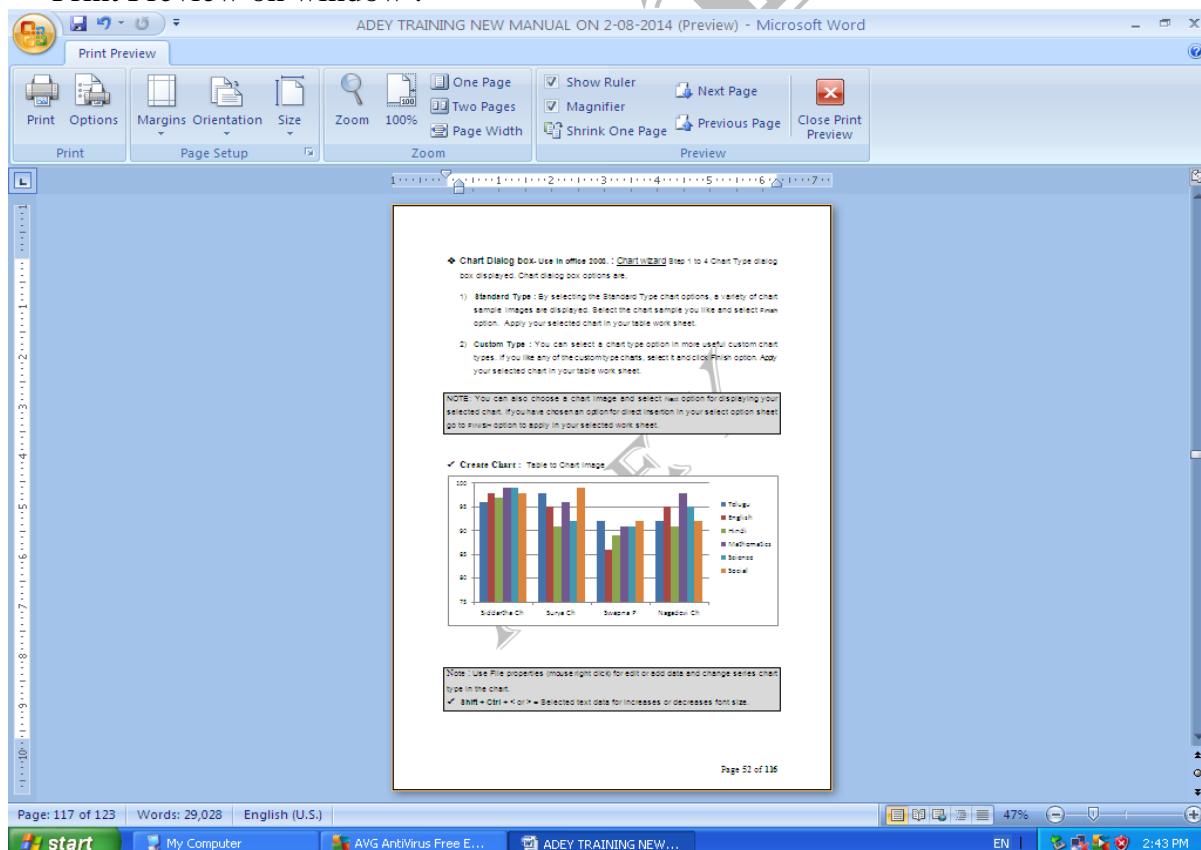
Exercise - XLII

Print Preview & Print

Print Key Commands :

1. **Ctrl + P** = Display print dialog box in the active document.
2. **Tab** = To change options in the dialog box.
3. **Alt + Underline Text** = To direct select in the dialog box options.
4. **Ctrl + F2** = Select print preview for the active document.
5. **Ctrl + Alt + I** = Switch in and out of print preview
6. **Ctrl + Home** = Move to select first page preview in the active document.
7. **Ctrl + End** = Move to select last page preview in the active document.
8. **Shift + Ctrl + 8** = Selection-off for nonprinting characters.
9. **Shift + Ctrl + *** = Display nonprinting characters.

Print Preview on window :



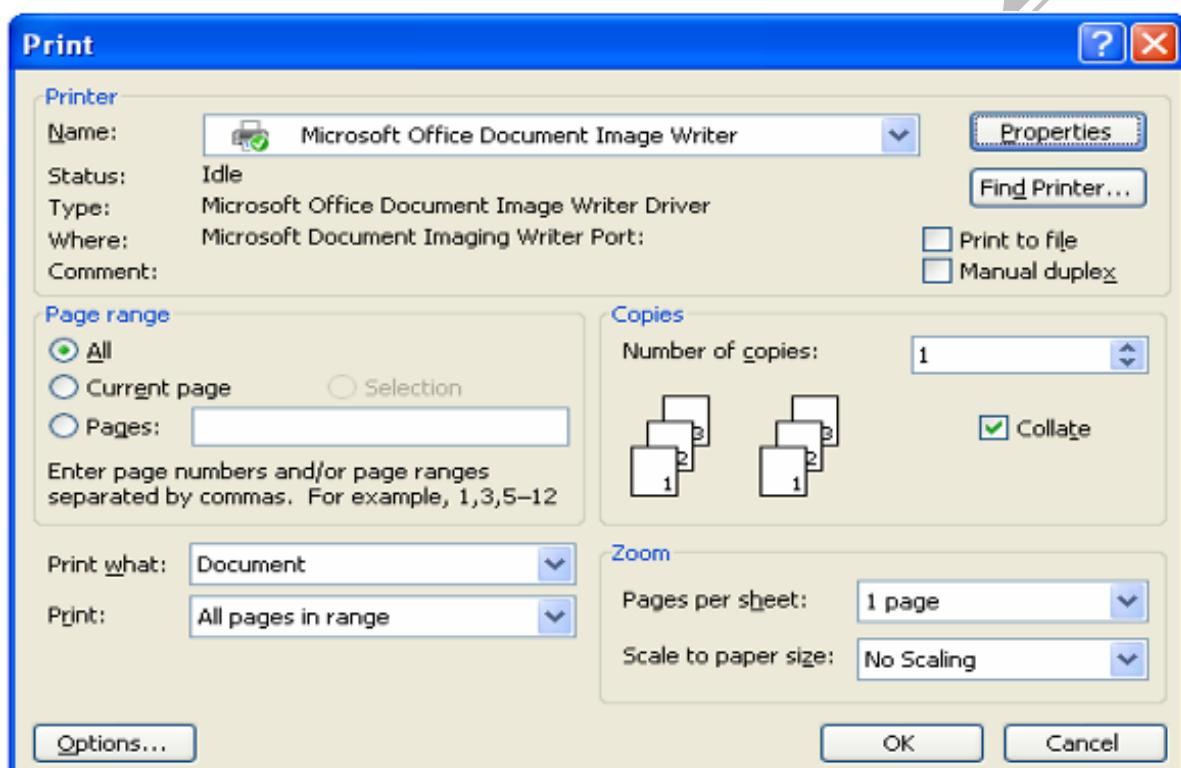
M S Word Document in the Print Preview mode

❖ **Print Preview**(CTRL + F2) : It displays the preview screen for the document. Information of Printer with the number of copies printer name, print quality etc is also displayed.

✓ **Print Preview toolbar options :**

1. **Page Preview** : For single and multiple pages preview.
2. **Show Margins** : Tick Mark apply for show margins.
3. **Magnifier** : For page zoom in/out.
4. **Shrink to fit** : For font shrink to fit.
5. **Close** : Used to exit preview → OK.

❖ Print setup and Options (Print) dialog box:



Print: Dialog box display mode:

❖ **Print : (Ctrl + P)**

1. **Printer Name** : This is used to select activated printer name in the box option.
2. **Page Range** : This helps to select one or more pages for printing.
 - 1) **All** : It is used to select all pages for print.
 - 2) **Current Page** : You can use this option to select only the current page for printing.

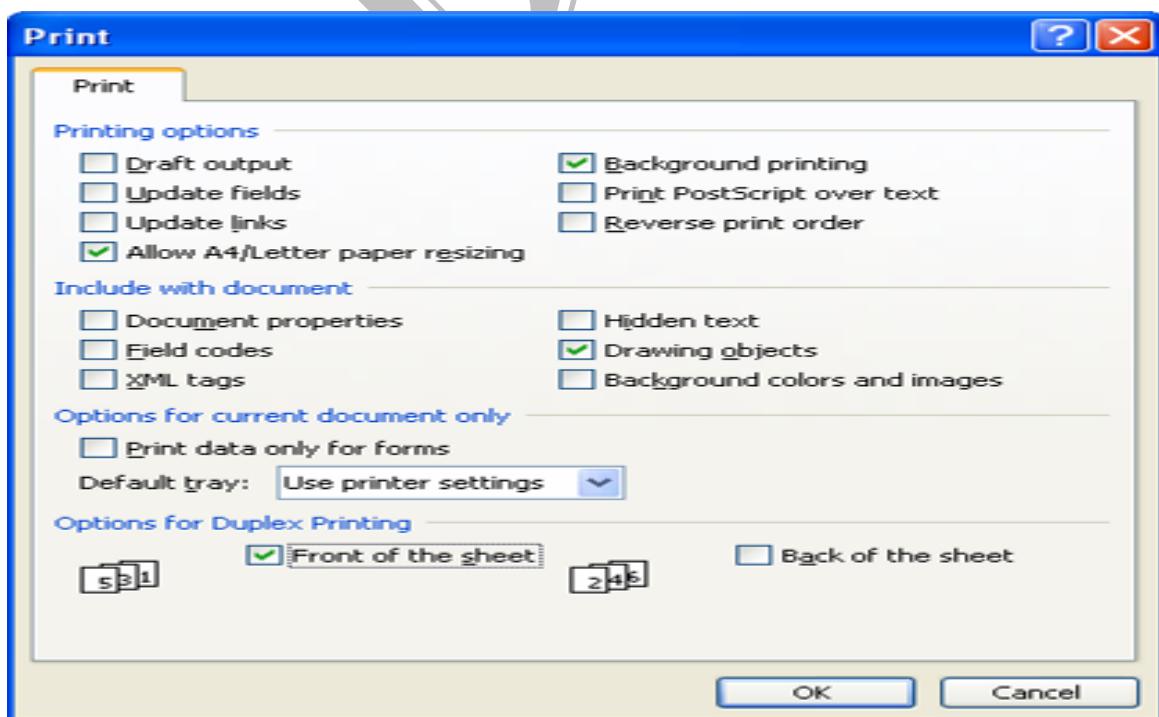
3) **Pages** : It can use to enter specific page numbers or ranges for printing. i.e. 1,5 or 1-5

3. **Copies** : You can use this option for selecting the number of copies.
4. **Print what** : It can be used to select printing only document/ list of mark up/ styles etc.
5. **Print** : Use this option for page printing lineup
 - 1) **All pages in a range** : i.e. 1,2,3,4
 - 2) **Odd pages** : i.e. printing page select start to front of the sheet 1, 3, 5..
 - 3) **Even pages** : i.e. printing page select Back of the sheet start to 6, 4, 2..

6. **Properties** : The Printer Properties dialog box gives various options.

- 1) **Page** : →**Paper Size** : Use this option to select page size like Letter, Legal,A4, A3 etc.
- 2) **Orientation** : →Use to select page type as Portrait/ Landscape →select OK for applying on print sheet.

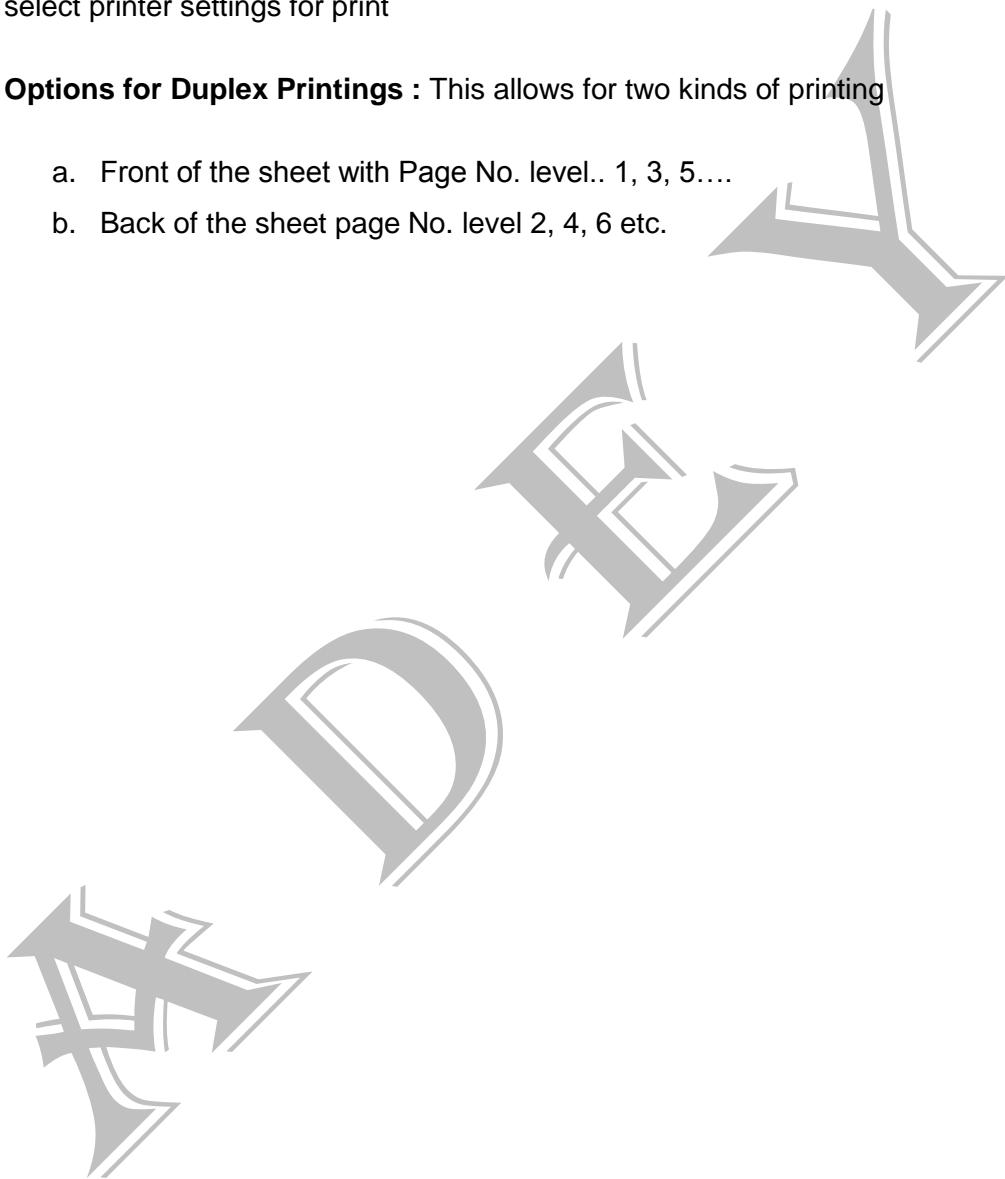
Note : Lets you can select paper size A4 for print, but you have must be select printer properties and paper size (i.e. A4. or Legal). If you are not select this properties print unwanted size(paper), that printer has not printing your selected paper size.



Options (Shown - Print Dialog Box) : Options Dialog box display mode

❖ **Options** (Shown - Print Dialog box) : It can be used to select print options like A4/Letter paper resizing/Background printing / reverse print order etc. all pages for print.

1. **Include with document** : Checking this allows printing of other select options like drawing objects/background color and images etc.
2. **Options for current document only** : It can use selected data for printing and also select printer settings for print
3. **Options for Duplex Printings** : This allows for two kinds of printing
 - a. Front of the sheet with Page No. level.. 1, 3, 5....
 - b. Back of the sheet page No. level 2, 4, 6 etc.



Exercise - XLIII

<< Internet >>

(This resource Data gathered by online)

Alternatively referred to as the net or web, the Internet was initially developed to aid in the progress of computing technology by linking all the best academic computer centers.

A means of connecting a computer to any other computer anywhere in the world via dedicated routers and servers. When two computers are connected over the Internet, they can send and receive all kinds of information such as text, graphics, voice, video, and computer programs.

No one owns Internet, although several organizations the world over collaborate in its functioning and development. The high-speed, fiber-optic cables through which the bulk of the Internet data travels are owned by telephone companies in their respective countries.

The Internet grew out of the Advanced Research Projects Agency's Wide Area Network (then called ARPANET) established by the US Department Of Defense in 1960s for collaboration in military research among business and government laboratories.

The Internet as we know it today first started being developed in the late 1960's and transmitted its first message on Friday, October 29, 1969. In 1993, the Internet experienced one of its largest growths to date and today is accessible by people all over the world.

The Internet contains billions of web pages created by people and companies from around the world, making it a limitless place to locate information and entertainment. The Internet also has thousands of services that help make life more convenient. For example, many financial institutions offer online banking that enables a user to manage and view their account online.

- ❖ **Browser :** A browser is a program on your computer that enables you to search ("surf") and retrieve information on the World Wide Web (WWW), which is part of the Internet. The Web is simply a large number of computers linked together in a global network, The word "browser" seems to have originated prior to the Web as a generic term for user interfaces that let you browse (navigate through and read) text files online

The first Web browser, called World Wide Web, was created in 1990. That browser's name was changed to Nexus to avoid confusion with the developing information space known as the World Wide Web. The first Web browser with a graphical user interface was Mosaic, which appeared in 1993. Many of the user interface features in Mosaic went into Netscape Navigator. Microsoft followed with its Internet Explorer (IE). As of September 2006, Internet Explorer is the most commonly used browser

- ❖ **Website :** The first web site was built at CERN by Tim Berners-Lee and put online August 6, 1991.

The Website In this sense, a website represents a centrally managed group of web pages, containing text, images and all types of multi-media files presented to the attention of the Internet users in an aesthetic and easily accessible way. All websites enabled through the Internet constitute the World Wide Web (WWW).

Each Web site contains a home page, which is the first document users see when they enter the site. The site might also contain additional documents and files. Each site is owned and managed by an individual, company or organization.

- ❖ **Email :** Email is electronic mail. E-mail is the exchange of computer-stored messages by telecommunication. E-mail messages are usually encoded in ASCII text. However, you can also send or receive(inbox) non-text files, such as graphic images and sound files etc, as attachments.

Email is like sending a letter, only you send the message over the internet and it gets to the other person's email account within seconds. If you have an email address, you can email anyone else who has an email address, including government agencies and lots of different kinds of businesses.

You'll create one or more email addresses when you open a new email account. Just like website addresses, every email address must be unique. So, when you create a new email account, you'll have to pick email addresses that haven't already been chosen by someone else. E-mail can also be exchanged between online service provider users and in networks other than the Internet, both public and private.

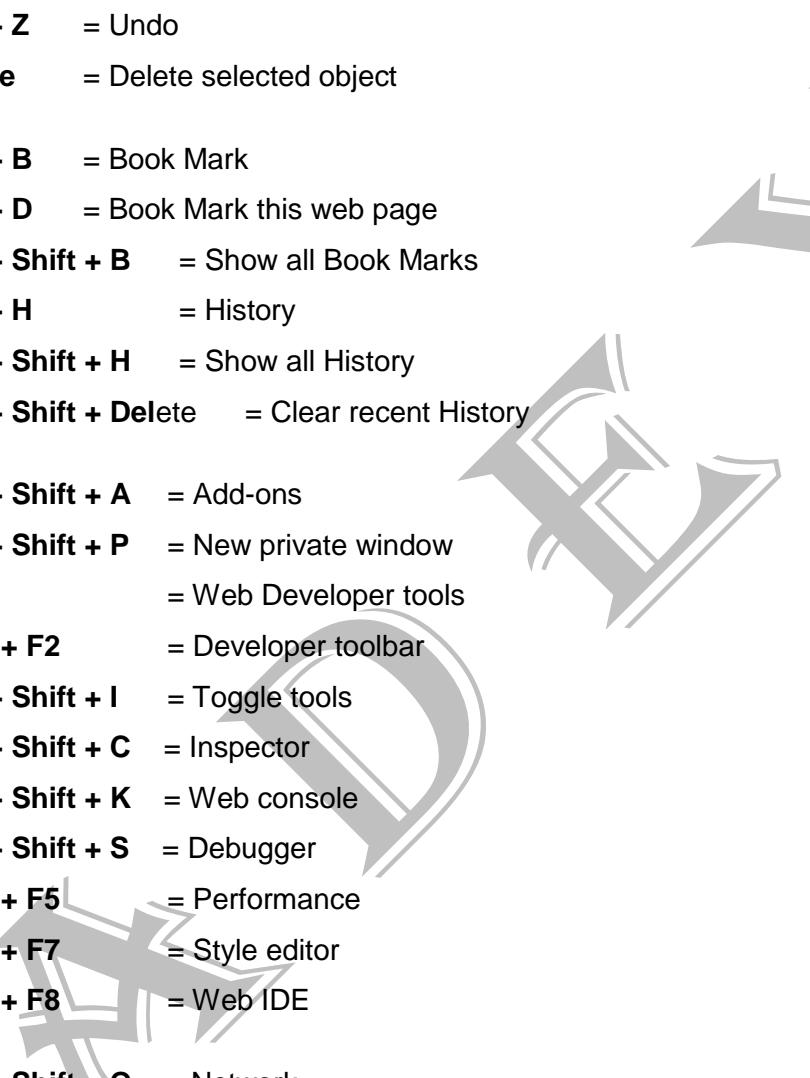
- ❖ **Download :** Downloading is the transmission of a file from one computer system to another, usually smaller computer system. From the Internet user's point-of-view, to download a file is to request it from another computer (or from a Web page on another computer) and to receive it.

❖ **Upload** : Uploading is transmission in the other direction: from one, usually smaller computer to another computer. From an Internet user's point-of-view, uploading is sending a file to a computer that is set up to receive it. People who share images with others on bulletin board systems (BBS) upload files to the BBS.

Note : When you send an attached file with an e-mail note, this is just an attachment, not a download or an upload. In practice, many people use "download" and "upload" rather indiscriminately so you just have to understand the context. For example, if someone says to you "Download (or upload) such--and-such a file to me by e-mail," they clearly mean "Send it to me as an attachment."

Web Page Key Commands

1. **F5** = Refresh web page.
2. **F9** = Refresh the selected web page.
3. **F11** = Full screen web page(View) on / off
4. **Ctrl + +** = Web page zoom in
5. **Ctrl + -** = Web page zoom out
6. **Ctrl + 0** = Reset web page
7. **Ctrl + Shift + +** = Font size increases - email plain text page
8. **Ctrl + Shift + -** = Font size decrease - email plain text page
9. **Ctrl + N** = New window
10. **Ctrl + T** = New tab (web page)
11. **Ctrl + K** = Duplicate tab (web page)
12. **Ctrl + W** = Close tab (web page)
13. **Escape** = Stop running page
14. **Ctrl + Shift + T** = Recently closed Tabs (Web page)
15. **Back Space** = Go back one page
16. **Alt + Left Arrow** = Go back one page
17. **Alt + Right Arrow** = Go forward one page
18. **Ctrl + A** = Select all
19. **Ctrl + C** = Copy

- 
20. **Ctrl + F** = Find
 21. **Ctrl + J** = Downloads
 22. **Ctrl + O** = Open file
 23. **Ctrl + S** = Save page as
 24. **Ctrl + X** = Cut
 25. **Ctrl + V** = Paste
 26. **Ctrl + Y** = Redo
 27. **Ctrl + Z** = Undo
 28. **Delete** = Delete selected object

 29. **Ctrl + B** = Book Mark
 30. **Ctrl + D** = Book Mark this web page
 31. **Ctrl + Shift + B** = Show all Book Marks
 32. **Ctrl + H** = History
 33. **Ctrl + Shift + H** = Show all History
 34. **Ctrl + Shift + Delete** = Clear recent History

 35. **Ctrl + Shift + A** = Add-ons
 36. **Ctrl + Shift + P** = New private window
 37. **F12** = Web Developer tools
 38. **Shift + F2** = Developer toolbar
 39. **Ctrl + Shift + I** = Toggle tools
 40. **Ctrl + Shift + C** = Inspector
 41. **Ctrl + Shift + K** = Web console
 42. **Ctrl + Shift + S** = Debugger
 43. **Shift + F5** = Performance
 44. **Shift + F7** = Style editor
 45. **Shift + F8** = Web IDE

 46. **Ctrl + Shift + Q** = Network
 47. **Ctrl + Shift + J** = Browser console
 48. **Ctrl + Shift + M** = Responsive design view
 49. **Ctrl + Shift + F** = In Private filtering
 50. **Shift + F4** = Scratchpad
 51. **Ctrl + U** = Page source.
 52. **F7** = Caret browsing

Exercise - XLIV

Accessories and Entertainment

❖ Accessories :

✓ For opening Accessories go to **Start →(All) Programs →Accessories →...**

1) **Run** : lets you opens a program, documents or web site etc..

2) **Calculator** : We can use the calculator in standard view to perform simple calculations, or in scientific view to perform advanced scientific and statistical calculations.

❖ Entertainment :

Under entertainment, tools like CD player, DVD, media player, sound recorder etc are provided which can be attached to a computer. Some of them are discussed here.

1) **CD/DVD Player** : Can play audio compact disks on a CD- ROM drive connected to your computer. If you have a sound card installed you can listen to a CD over your speaker system.

2) **Media player** : Can play Audio, Video or Animation files and can be used to control the settings for multimedia hardware devices. You must have a sound card to hear the sound.

3) **Sound recorder** : Record sound and save it and on your computer for play and edit sound files.

4) **Games** : Games are also available to increase concentration, but they need not be an addition.

❖ System tools :

For opening system tools go to

✓ **Start →(All) Programs →Accessories →System tools...**

1) **Disk Clean Up** : You can use the scan to check whether your hard disk memory is full and perform disk clean up unnecessary files. .

2) **Backup** : Used to backup your files on your hard disk or to a floppy disk.

- 3) **Character map** : Used to insert special characters into your document.
- 4) **System Restore** : The system restore function helps restore system to a chosen restore point, it was before a selected date/event.

❖ **Customize the Taskbar (or) Start Menu bar :**

1. **My Computer (Windows + E)** : See the disk drives and other hardware connected to your computer.

2. **Control Panel (Windows →C)** : Control panel includes all the programs which configure the system's hardware and software settings.

1) **Installing new hardware** : Sometimes we need to install new hardware devices such as a joystick, speakers or a modem etc.

2) **Keyboard** : To add a keyboard language or layout, you can use windows to create a document in many different languages.

3) **Mouse** : Adjust the double click speed for your mouse and also adjust the appearance of your mouse pointer.

4) **Font** : Add a new font to your computer.

5) **Date and Time** : Every system has a calendar and clock set within the hardware battery. The battery supplies power even when the system is switched off, maintaining the date and time on the system. We can set a system's date and time either with the program or using the system mouse.

6) **Regional Settings** : Regional settings help in assigning patterns and position for date, currency and time and date settings.

7) **Sounds** : Sounds can be set for all the events of windows such sound on a window opening, window closing etc.

Exercise - XLV

Appearance

Change the appearance of desktop items, apply a desktop background or screen saver to your computer. or customize the start menu and taskbar.

Ex. Windows XP OS :

1) **Start → Settings → Control panel → Appearance and Themes → Display :**

Display Properties Dialog Box

2) Press **File Button** or Right click the Mouse on Desktop and select Properties option on the opened file.

Ex. Windows -7/8/10 OS :

1) **Start → Control panel → Appearance / Change desktop back ground / Adjust screen resolution = For open Display Properties Dialog Box**

2) Press **File Button** or Right click the Mouse on Desktop and select Screen Resolution option on the opened file.

1. Themes : A theme is a background plus a set of sounds, icons and other elements to helps you personalize your computer

2. Desktop (Wallpaper) : Wallpaper is a picture or image that can be displayed on your desktop. You can choose wallpaper from the given list or use your own bitmap file, such as from a scanned photograph.

3. Screen Saver : Screen saver is a moving picture or movie clip which starts off when a system is kept idle for a specific preset time. It makes the screen look attractive and also helps to save power. The screen saver starts if your computer is idle for the number of minutes specified. To clear the screen saver after it has started, move the mouse or press any key. By default only a limited set of screen savers are installed during Windows setup.

4. Appearance : We can change the appearance of the Desktop windows and buttons, Color schemes, Icons and Font size, Message boxes etc.

5. Settings / Screen resolution : If we select the active title bar or the in the active title bar in the icon we can change the gradient. Gradient is available if your computer is set to 256 color.

Generations in Computer Technology

(*This resource Data gathered by online*)

Generation in computer terminology is a change in technology a computer is/was being used. Initially, the generation term was used to distinguish between varying hardware technologies. But now a days, generation includes both hardware and software, which together make up an entire computer system.

There are totally five computer generations known till date. Each generation has been discussed in detail along with their time period and characteristics. Here approximate dates against each generations have been mentioned which are normally accepted.

- ✓ Following are the main five generations of computers Generation and Description
 1. **First Generation** : The period of first generation : 1946-1959. Vacuum tube based.
 2. **Second Generation** : The period of second generation : 1959-1965. Transistor based.
 3. **Third Generation** : The period of third generation: 1965 -1971. Integrated Circuit based.
 4. **Fourth Generation** : The period of fourth generation : 1971-1980. VLSI microprocessor based.
 5. **Fifth Generation** : The period of fifth generation : 1980-onwards. ULSI microprocessor based

❖ **First Generation** : The period of first generation was 1946-1959. The computers of first generation used vacuum tubes as the basic components for memory and circuitry for CPU (Central Processing Unit). These tubes, like electric bulbs, produced a lot of heat and were prone to frequent fusing of the installations, therefore, were very expensive and could be afforded only by very large organizations. In this generation mainly batch processing operating system were used. Punched cards, paper tape, and magnetic tape were used as input and output devices. The computers in this generation used machine code as programming language.

- ✓ The main features of first generation are :
 - Vacuum tube technology
 - Unreliable
 - Supported machine language only
 - Very costly

- Generated lot of heat
- Slow input and output devices
- Huge size
- Need of A.C.
- Non-portable
- Consumed lot of electricity

Some computers of this generation were :

- ENIAC
- EDVAC
- UNIVAC
- IBM-701
- IBM-650

❖ **Second Generation** : The period of second generation was 1959-1965. In this generation transistors were used that were cheaper, consumed less power, more compact in size, more reliable and faster than the first generation machines made of vacuum tubes. In this generation, magnetic cores were used as primary memory and magnetic tape and magnetic disks as secondary storage devices. In this generation assembly language and high-level programming languages like FORTRAN, COBOL were used. The computers used batch processing and multiprogramming operating system.

✓ The main features of second generation are :

- Use of transistors
- Reliable in comparison to first generation computers
- Smaller size as compared to first generation computers
- Generated less heat as compared to first generation computers
- Consumed less electricity as compared to first generation computers
- Faster than first generation computers
- Still very costly
- A.C. needed
- Supported machine and assembly languages

Some computers of this generation were :

- IBM 1620
- IBM 7094
- CDC 1604

- CDC 3600
- UNIVAC 1108

❖ **Third Generation :** The period of third generation was 1965-1971. The computers of third generation used integrated circuits (IC's) in place of transistors. A single IC has many transistors, resistors and capacitors along with the associated circuitry. The IC was invented by Jack Kilby. This development made computers smaller in size, reliable and efficient. In this generation remote processing, time-sharing, multi-programming operating system were used. High-level languages (FORTRAN-II TO IV, COBOL, PASCAL PL/1, BASIC, ALGOL-68 etc.) were used during this generation.

✓ The main features of third generation are :

- IC used
- More reliable in comparison to previous two generations
- Smaller size
- Generated less heat
- Faster
- Lesser maintenance
- Still costly
- A.C needed
- Consumed lesser electricity
- Supported high-level language

Some computers of this generation were :

- IBM-360 series
- Honeywell-6000 series
- PDP(Personal Data Processor)
- IBM-370/168
- TDC-316

❖ **Fourth Generation :** The period of fourth generation was 1971-1980. The computers of fourth generation used Very Large Scale Integrated (VLSI) circuits. VLSI circuits having about 5000 transistors and other circuit elements and their associated circuits on a single chip made it possible to have microcomputers of fourth generation. Fourth generation computers became more powerful, compact, reliable, and affordable. As a result, it gave rise to personal computer (PC) revolution. In this generation time

sharing, real time, networks, distributed operating system were used. All the high-level languages like C, C++ and DBASE etc. were used in this generation.

✓ The main features of fourth generation are :

- VLSI technology used
- Very cheap
- Portable and reliable
- Use of PC's
- Very small size
- Pipeline processing
- No A.C. needed
- Concept of internet was introduced
- Great developments in the fields of networks
- Computers became easily available

Some computers of this generation were :

- DEC 10
- STAR 1000
- PDP 11
- CRAY-1(Super Computer)
- CRAY-X-MP(Super Computer)

❖ **Fifth Generation** : The period of fifth generation is 1980-till date. In the fifth generation, the VLSI technology became ULSI (Ultra Large Scale Integration) technology, resulting in the production of microprocessor chips having ten million electronic components. This generation is based on parallel processing hardware and AI (Artificial Intelligence) software. AI is an emerging branch in computer science, which interprets means and method of making computers think like human beings. All the high-level languages like C and C++, Java, .Net etc. are used in this generation.

✓ All Includes :

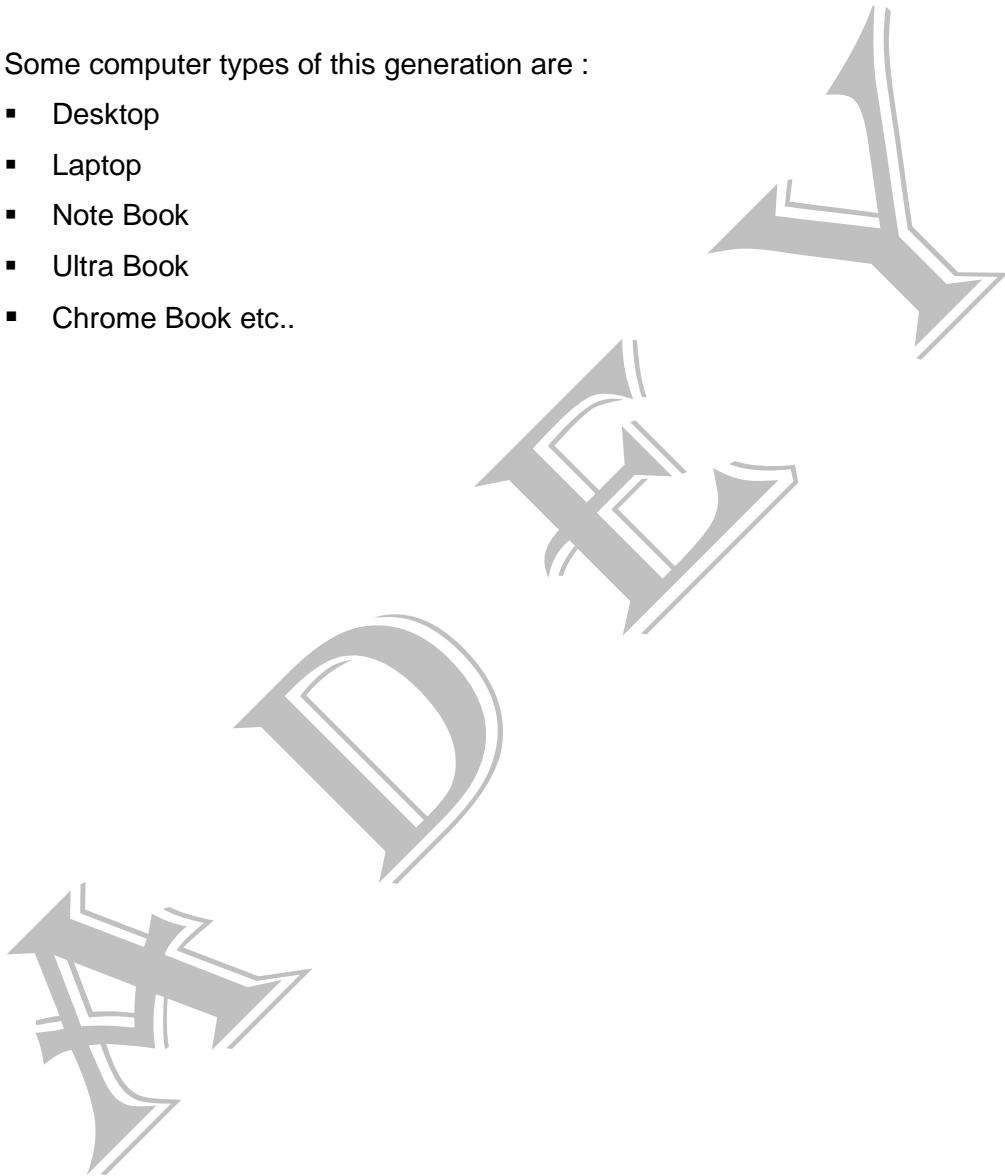
- Robotics
- Neural networks
- Game Playing
- Development of expert systems to make decisions in real life situations.
- Natural language understanding and generation.

The main features of fifth generation are :

- ULSI technology
- Development of true artificial intelligence
- Development of Natural language processing
- Advancement in Parallel Processing
- Advancement in Superconductor technology
- More user friendly interfaces with multimedia features
- Availability of very powerful and compact computers at cheaper rates

Some computer types of this generation are :

- Desktop
- Laptop
- Note Book
- Ultra Book
- Chrome Book etc..



Computer Hardware and Software Fundamentals

(*This resource Data gathered by online*)

❖ **Objective :** In this exercise, you will get a basic awareness of the Computer & Training System.

❖ **Hardware :** Hardware represents the physical and tangible components of a computer i.e. the components that can be seen and touched.

✓ Examples of Hardware are following :

- 1) Input devices -- keyboard, mouse etc.
- 2) Output devices -- printer, monitor etc.
- 3) Secondary storage devices -- Hard disk, CD, DVD etc.
- 4) Internal components -- CPU, motherboard, RAM etc.

❖ **Software :** Software is a set of programs, which is designed to perform a well-defined function. A program is a sequence of instructions written to solve a particular problem.

✓ There are two types of software :

- 1) **System Software :** The system software is collection of programs designed to operate, control, and extend the processing capabilities of the computer itself. System software are generally prepared by computer manufactures. These software products comprise of programs written in low-level languages which interact with the hardware at a very basic level. System software serves as the interface between hardware and the end users.

✓ Features of system software are as follows

- a) Close to system

- b) Fast in speed
- c) Difficult to design
- d) Difficult to understand
- e) Less interactive
- f) Smaller in size
- g) Difficult to manipulate
- h) Generally written in low-level language

2) Application Software : Application software products are designed to satisfy a particular need of a particular environment. All software applications prepared in the computer lab can come under the category of Application software.

Application software may consist of a single program, such as a Microsoft's notepad for writing and editing simple text.

✓ Examples of Application software are following

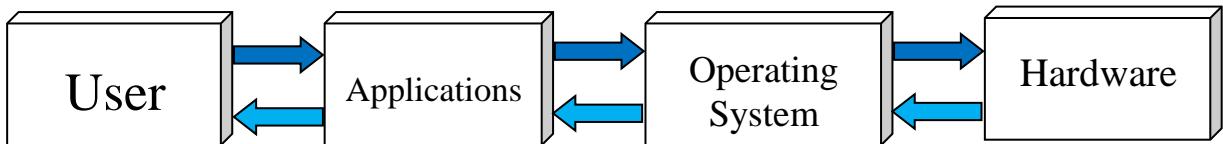
- a) Microsoft Word
- b) Microsoft Excel
- c) Microsoft PowerPoint
- d) Student Record Software
- e) Railways Reservation Software etc.

❖ **Operating System :** It is a program with following features :

An operating system is a program that acts as an interface between the software and the computer hardware. It is an integrated set of specialised programs that are used to manage overall resources and operations of the computer.

It is specialised software that controls and monitors the execution of all other programs that reside in the computer, including application programs and other system software.

✓ Objectives of Operating System :



- 1) To make a computer system convenient to use in an efficient manner
- 2) To hide the details of the hardware resources from the users
- 3) To provide users a convenient interface to use the computer system
- 4) To act as an intermediary between the hardware and its users and making it easier for the users to access and use other resources
- 5) To manage the resources of a computer system
- 6) To keep track of who is using which resource, granting resource requests, according for resource using and mediating conflicting requests from different programs and users
- 7) To provide efficient and fair sharing of resources among users and programs

✓ Characteristics of Operating System :

- 1) **Memory Management** : keeps tracks of primary memory i.e. what part of it is in use by whom, what part is not in use etc. and allocates the memory when a process or program requests it.
- 2) **Processor Management** : allocates the processor(CPU) to a process and deal locates processor when it is no longer required.
- 3) **Device Management** : keeps track of all devices. This is also called I/O controller that decides which process gets the device, when, and for how much time.
- 4) **File Management** : allocates and de-allocates the resources and decides who gets the resources.
- 5) **Security** : prevents unauthorized access to programs and data by means of passwords and similar other techniques.

- 6) **Job accounting** : keeps track of time and resources used by various jobs and/or users.
- 7) **Control over system performance** : records delays between request for a service and from the system.
- 8) **Interaction with the operators** : The interaction may take place via the console of the computer in the form of instructions. Operating System acknowledges the same, does the corresponding action and informs the operation by a display screen.
- 9) **Error-detecting aids** : Production of dumps, traces, error messages and other debugging and error detecting methods.
- 10) **Coordination between other software and users** : Coordination and assignment of compilers, interpreters, assemblers and other software to the various users of the computer systems.

❖ **Program** : A set of instructions to accomplish a specific task.

Everything in the computer is controlled by some “program”. One crucial program is the “Operating System”. Looking at the name, you can think of it as a program that is composed of a “System” of controls which “Operate” on the hardware.

This is true : there are several individual controls that manipulate the display, Keyboard, Hard Disk, Floppy Drive, etc. Without these controls, you would not be able to do anything with the computer.

There are several intrinsic controls that help the computer “boot-up”. These controls are found in the computer’s BIOS.

❖ **BIOS** : Basic Input / Output System. A very nuts-and-bolts set of programs that control hardware (called “Drivers”).

There are Two BIOSs, One found in ROM and One that is found in the Operating System. As drivers improve, it’s impossible to change everybody’s computer ROM. So, the operating system BIOS simply does the work for the ROM BIOS.

The BIOS actually is in ROM (part of the computer’s persistent memory) and describes to the computer, how to interact with the display, Keyboard, Hard Disk, Floppy, Clock, Parallel Port and Serial Port.

❖ Input and Output Units :



1. **Input Unit** : This unit contains devices with the help of which we enter data into computer. This unit makes link between user and computer. The input devices translate the information into the form understandable by computer.

2. **CPU (Central Processing Unit)** : CPU is considered as the brain of the computer. CPU performs all types of data processing operations. It stores data, intermediate results and instructions(program). It controls the operation of all parts of computer.

CPU itself has following three components :

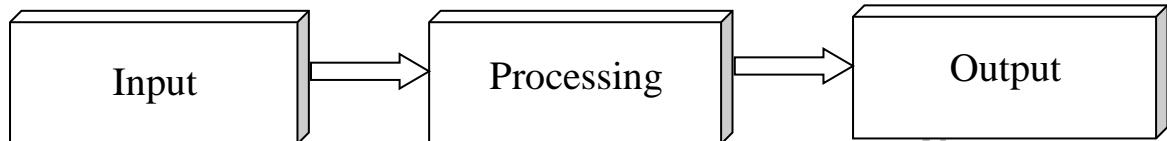
- 1) **ALU (Arithmetic Logic Unit)**
- 2) **Memory Unit (MU)**
- 3) **Control Unit (CU)**

3. **Output Unit** : Output unit consists of devices with the help of which we get the information from computer. This unit is a link between computer and users. Output devices translate the computer's output into the form understandable by users.

4. **Devices** : A component or part of the computer. Each device is assigned a task to perform under the direction of the microprocessor.

- 1) **Input Devices** : Ex. Mouse, Keyboard, Scanner etc.
- 2) **Output Devices**: Ex. Monitor, Printer, Projector etc.

❖ **Data Processing Cycle :** Data processing is the re-structuring or re-ordering of data by people or machine to increase their usefulness and add values for particular purpose. Data processing consists of basic steps input, processing and output. These three steps constitute the data processing cycle.



1. **Input** : In this step the input data is prepared in some convenient form for processing. The form will depend on the processing machine. For example, when electronic computers are used, the input data could be recorded on any one of several types of input medium, such as magnetic disks, tapes and so on.
2. **Processing** : In this step input data is changed to produce data in a more useful form. For example, paychecks may be calculated from the time cards, or a summary of sales for the month may be calculated from the sales orders.
3. **Output** : Here the result of the proceeding processing step are collected. The particular form of the output data depends on the use of the data. For example, output data may be pay-checks for employees.

How to Buy a Computer System?

(*This resource Data gathered by online*)

This chapter gives the following information :

- ✓ In this guide, we'll help you to buy a desktop on component by component basis.
- ✓ As desktops are highly customizable, so it is better to learn about main parts and then go to manufacturer or retailer shop or site instead of looking at some specific model directly.
- ✓ Popular desktop brands are Dell, Lenovo, HP and Apple etc..
- ✓ Compare the desktops based on their specifications and base price.

❖ Monitor :

- ✓ **Size** : It is the diagonal size of the LCD screen. Larger the area, bigger the picture screen. A bigger picture is preferable for movie watching and gaming. It will increase productivity as well.
- ✓ **Resolution** : This is the number of pixels on the screen. For example, 24-inch display is 1920 x1200 (width by length) and 22 inch display which is 1680 x1050. High resolution provides better picture quality and a nice gaming experience.
- ✓ **Inputs** : Now a-days monitors can accept inputs from cable as well apart from computer. They also can have USB ports.
- ✓ **Stand** : Some monitors come with adjustable stands while some may not.
- ✓ **Recommended** : 24 Inch LCD

❖ Operating System :

- ✓ Operating System is the main software of the computer as everything will run on it in one form or other.
- ✓ There are primarily three choices : **Windows, Linux, Apple OS X**.
- ✓ **Linux** is free but people generally do not use it for home purpose.

- ✓ **Apple OS X** works only on Apple Desktops.
- ✓ **Windows 7** is very popular among desktop users.
- ✓ Most of the computers come pre-equipped with Windows 7 and 8 Starter editions.
- ✓ **Windows 8** and **Windows 10** is recently introduced and is available in market.
- ✓ **Windows 7** and **Windows 8** and **Windows 10** come in multiple versions from starter, home basic, home premium, professional, ultimate and enterprise editions.
- ✓ As edition version increases, their features list and price increases.
- ✓ Recommended - Windows 7 Home Premium.

❖ **Optical Drive : (CD / DVD / Blu-ray)**

- ✓ Optical drive is the drive on a computer which is responsible for using CD, DVD and Blu-ray discs.
- ✓ Now-a-days, DVD burners are industry standards.
- ✓ DVD Burner can burn CD, DVD and play them.
- ✓ DVD Burner is cheaper than Blu-ray drives.
- ✓ Blu-ray drives can play HD movies but are costlier component.
- ✓ **Recommended :** DVD Burner.

❖ **Memory :**

- ✓ RAM is considered as Computer Memory as performance of a computer is directly proportional to its memory and processor.
- ✓ Today's software and operating system require high memory.
- ✓ Today commonly used RAM is DDR3 which operates at 1066Mhz
- ✓ As per Windows 7, 1 GB is the minimum RAM required to function properly.
- ✓ As per Windows 8, 2 GB is the minimum RAM required to function properly.
- ✓ **Recommended :** 4 GB.

❖ Hard Drive :

- ✓ Hard disk is used for storage purpose. Higher the capacity, more data you can save in it.
- ✓ Now-a-days computers are equipped with 500GB hard drive which can be extended to 2TB.
- ✓ Most hard drives in desktop operate at the standard performance speed of 7200RPM.
- ✓ **Recommended :** 500GB.

❖ CPU :

- ✓ **Frequency (GHz)** - This determines speed of the processor. More the speed, better the CPU.
- ✓ **Cores** : Now-a-days CPUs come with more than one core, which is like having more than one CPU in the computer. Programs which can take advantage of multi-core environment will run faster on such machines.
- ✓ **Brand** : Intel or AMD. Both are equivalent. Intel is in lead.
- ✓ **Cache** : Higher the L1, L2 cache, better the CPU performance
- ✓ **Recommended** : Intel Core i3, i3-3225 3.30 GHz and above level Processors.

Available Computer Diploma and Educational Courses

(This resource Data gathered by online)

A part from regular degree / Diploma courses, now computer centers also provide short term courses
(from 3 months to 1year).

- ✓ Online courses are also getting popularity.

1. Computer Basics Training
2. Programming Language Trainings
3. Hardware Trainings
4. Network Certifications.

Now a-days, various types of educational and Diploma courses are provided by educational institutions.

Course	Name	Duration (Months)	Minimum Qualification
C A C	Computer Assistant Course	6	10+2
O A C	Office Automation Course	6	10 + 2
D T P	Desktop Publishing	6	10 + 2
B.C.A	Bachelor of Computer Applications	12	10 + 2
P G D C A	Post Graduate Diploma in Computer Applications	12	Graduation
Tally	Accounts Package	12	Graduation