

MS-WORD (ver. -2003)

PRACTICAL-1

1. START MS-WORD

- Click on Start button from taskbar.
- To move on All Programs.
- To move on Ms Office group.
- To Click on Microsoft word.

2. To write your BIO-DATA using following Field Name.

FULL NAME	: To write your full name.
FATHER FULL NAME	: To write your father & grand father name.
MOTHER NAME	:
SEX	: M/F
BIRTH DATE	: Your birth date.
AGE	: To write your current age.
BIRTH PLACE	: To write your birth place
CAST	: To write your sub cast for (General)
RELIGION	: To write your religion. (Hindu, Muslim, etc.....)
LANGUAGE KNOWN	: Gujarati, Hindi, English etc....
PERMANENT ADDRESS	:
RESIDENCE ADDRESS	: To write your current address.
NATIVE PLACE	:
PHONE	: To write your mobile or residence phone no.
E-MAIL ADDRESS	:
QUALIFICATION	: To write your qualification.
REFERENCE NAME	: To write any two person name. (This name are must be personally known to you.).

3. To Known as a following Toolbars.

- ⇒ Standard, Formatting, Drawing, Picture, Table & Borders, WordArt.
- Standard, Formatting, & Drawing tool bars are most probably already display on Word Screen. Like that...
 - ⇒ New, Open, Save etc... all tools are present in same line that known as Standard tool bars.
 - ⇒ Style, Format, Bold, Italic, Underline, etc... all tools are present in same line that known as Formatting tool bars.
 - ⇒ Auto shapes, Line, Arrow, Insert Word art, etc... all tools are present in same line that known as Drawing tool bars.

- To open **Picture** tool bars
 - ⇒ To click on View Menu.
 - ⇒ To move on tool bars & click **picture** option.
- To open **Table & Borders** tool bars.
 - ⇒ To click on View Menu.
 - ⇒ To move on tool bars & click **Table & Border** option.

4. To save file on named PRACT01.

- To click on save button from Standard Toolbar.
Or
- (To click on Save option from File Menu or (CTRL+S))
- To move on proper place.
- To write your file name **PRACT01** and press Save button.

5. Proper following formatting & Generate attractive bio-data.

- To set main title **BIO-DATA** as under,
 - i. Color: RED, UNDERLINE, Alignment : CENTER.
- To set only all subtitles are **BOLD**.

6. To use for Undo & Redo Command.

- Last any process are unused in current document. You are using for UNDO button (CTRL+Z) from Standard Toolbar.
- Last UNDO button are unprocessed at that time use REDO button(CTRL+Y).

7. Draw a border line in FULL PAGE.

- Select your all text.
- Click on border button from formatting toolbar. And select outside border.

8. To view a print preview & Know the ZOOM facility.

- Click on File menu & choose print preview option.
Or
- Click Print preview button from standard Toolbar.
- Click to page & view the zoom facility.

PRACTICAL-2

Write an application for the post of science teacher in sirpratap high school, Idar. by using Microsoft Word.

Patel Maheshkumar Pradipbhai
Pushpkunj society
Mahavir nagar
Himmatnagar

To,
President/Principal
Sir Pratap High School
IDAR.

Subject: An Application for the post of Science Teacher.

Respected Sir,

I have come across your advertisement in "Times of India" dated on 20th Nov, 2009 for the post of science teacher. I submit my education qualification and experience as under.

Qualification

H.S.C.	74%	Gseb, Anagar	1997
B.S.C.	70%	Gujl'Uni., A'bad	2000
M.S.C.	54%	Guj. Uni., A'bad	2002
B.Ed.	80%	Guj. Uni., A'bad	2003

Your Sincerely,
Patel Maheshkumar Pradipbhai

To Save File named on Practical-2.

- ⇒ Press CTRL+S or Click Save option from file menu then open save as dialogue box.
- ⇒ Here Move to Proper location (if you want to separate your file) & write your file name (practical-2) then after click save button.

2. To arrange first four line as Right side.

- ⇒ Select your first four line & click button on Align Right from formatting tool bar.

3. Makes underline for subject line.

⇒ Select your Subject line & click button on Underline from formatting tool bar.

4. To arrange in above president/principal & School name.

FONT : ARIAL FONT STYLE : BOLD
SIZE : 14 COLOR : RED

⇒ Select your President/principal & School Name & click button on FONT & select there Arial.

⇒ Click button Bold, & Size 14 & color select are RED.

5. To copy your application in other file.

⇒ To click on **File** menu then after Select **save as** command.

⇒ Here Move to Proper location & write your new file name then after click save button.

6. To set your application in following option:

TOP : 1.5" BOTTOM : 1.5"
LEFT : 2" RIGHT : 2"
GUTTER : 0.5 ORIENTATIONS : Landscape.

⇒ To click on **File** menu then after Select **Page Setup** command.

⇒ To set above parameter then after click **OK** button.

7. To view your print preview.

⇒ To click button on print preview from standard tool bar.

Practical-3

1. To open your previous file & Five times are copy to another new document.

- ⇒ CTRL+O or Click open option from file menu & open your previous file.
- ⇒ Select ALL command from edit menu (CTRL+A).
- ⇒ Click copy command from edit menu (CTRL+C).
- ⇒ Open other new document (CTRL+N).
- ⇒ Choose 5 times are Break command from INSERT menu.
- ⇒ Choose 5 times Paste command from Edit Menu (CTRL+V) in different page.

2. To set following Header & Footer in current document

- Header as "APPLICATION" in center.
 - Choose Header & Footer command from View Menu.
 - Write APPLICATION in Header section & click center button from formatting tool bar.
- Footer as current date in center & current page number in right align.
 - To move in last page & click in footer section.
 - Then after click button on INSERT DATE & INSERT PAGE from opening tool bar.
 - Then after choose close button from Header & Footer section.

3. To create a short cut key of symbol & use in proper location.

E.g. 1. ॐ = "CTRL+F3" 2. ☞ = "CTRL+F5"

- To click on Symbol option from Insert menu.
- To choose your Font name are Wingdings.
- To select your any symbol & press Short cut button.
- To press your appropriate symbol & press ASSIGN button.
- Then after last press to close button.

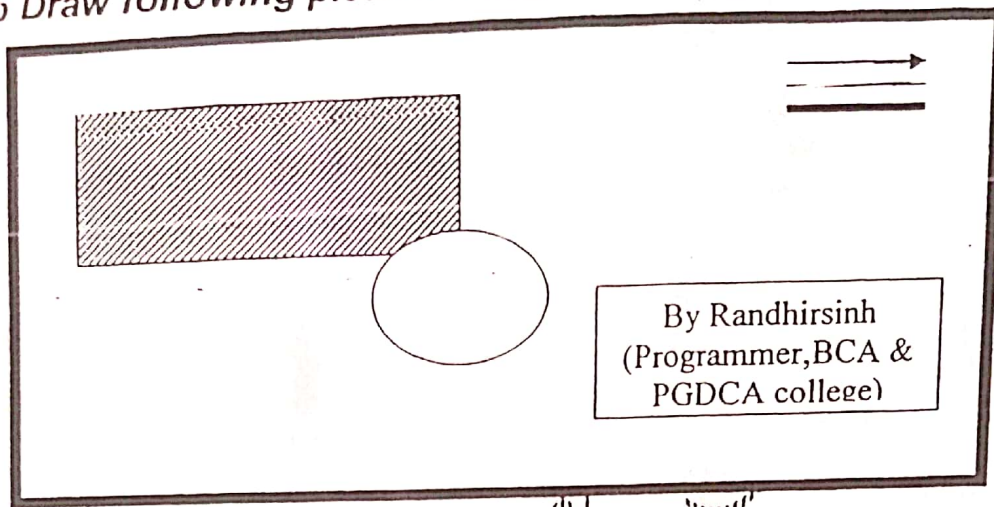
4. To set your name in background in watermark.

- To click on format menu.
- To click Background option & choose to Printed watermark option.
- To click on Text watermark option & write your name in Text.
- Then after click "OK" button.

Practical-4

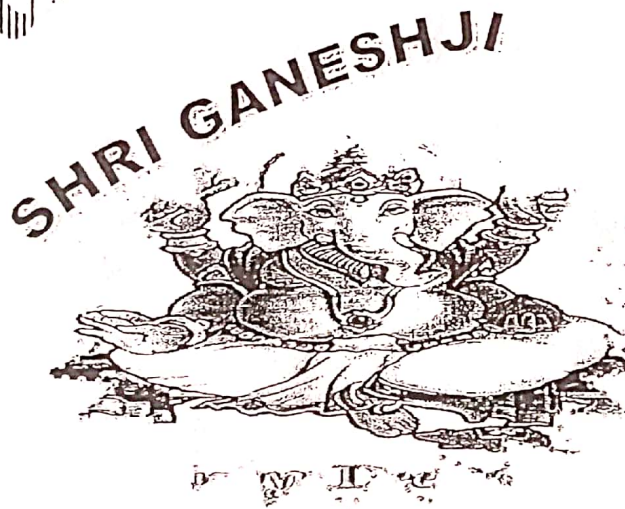
[A]

1. To Draw following picture using Drawing Toolbar.



- To draw First Main Rectangle box.
- To draw Arrow & move at right corner.
- To draw Simple line & move at right corner.
- To draw Simple line & choose line style are bold then after move at right corner.
- To draw a one small rectangle & draw Oval & move at above view.
- To select small rectangle & click Fill color button from drawing toolbar.
- To click Fill Effect & click on Pattern Tab & click on proper pattern & Ok button.
- To select Text Box from Drawing Toolbar then after Write your name & Designation.

2. To Draw following picture using Drawing Toolbar.



• **To create you're above Shri Ganeshji Text.**

To click the following step from Drawing Toolbar.

- To click on **Insert WordArt** & Choose proper style.
- Then after you write Shri Ganeshji & Click Ok button.
- To select Your WordArt SHRI GANESHJI & click Text wrapping tools from Picture Toolbar
- Then after click on Behind Text.
- Click on Draw option from Drawing Toolbar.
- To select Rotate or flip & select free Rotate.
- Rotate your WordArt SHRI GANESHJI.

[B]

1. To write a following statement in new document.

My First Examination

- To click on New option from File menu.
- Write above statement

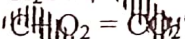
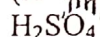
2. To apply the Change case option in above Text.

- To click on Format menu.
- To click on Change Case option & choose are following different option.

- A) **Sentence Case** : First character is capital letter & other character is small.
- B) **Lower Case** : All characters are converting in small letters.
- C) **Upper Case** : All characters are converting in Capital letters.
- D) **Title Case** : First character is capital letter for all words.
- E) **Toggle Case** : To convert capital to small & small to capital letters.

3. To write a following statement.

$$(A+B)^2 = A^2 + 2AB + B^2$$



- First of Write above all characters.
- Then after Select one by one character, if want to required character.
- Select one character (e.g., 2) & click on Format menu.
- Click on Font option then after click on superscript or subscript checkbox from Effect section.

PRACTICAL-5

1. Write a following application in Microsoft Word.

Jay Shri Ram Corporation
D 4/6, Model Town,
Ahmedabad-110 009
March 12, 2005

To,
M/s. Jay Ganesh & Co.
Gandhi Road,
Ahmedabad-300 001

Dear Sir,

I shall be obliged if you can send the following books as possible.

1. Advanced accountancy - S. P. Narang - 100 copies
2. Costing - V. K. Jain & K. P. Jain

You may send these by rail parcel to the above address. We assure you bill will be paid within month on receipt.

You're Faithfully,
Randhirsinh G. Parmar
(Manager)

2. To save file named on Pract05.

- ⇒ Press CTRL+S or Click Save option from file menu then open save as dialogue box.
- ⇒ Here Move to Proper location (if you want to separate your file) & write your file name (practical-2) then after click save button.

3. To set the following formatting in above first three line.

FONT : Arial FONT SIZE : 14 STYLE : BOLD
COLOR : Red ALIGNMENT : Center

- ⇒ Select first three lines & Click on Format menu & click on Font option.
- ⇒ To choose Arial from FONT list box
- ⇒ To choose size 14 from FONT SIZE list box.
- ⇒ To choose BOLD from style list box & click OK button.
- ⇒ Click CENTER button from formatting tool bar.

4. To set a Date on Right Alignment & Other document set on JUSTIFY alignment.

- ⇒ Select Date or & Click on Date.
- ⇒ To click RIGHT ALIGN from formatting Toolbar.
- ⇒ To select other all document.
- ⇒ To click JUSTIFY ALIGN from formatting Toolbar.

- Step-4** : To click on Next button in Step 1 of 6 section from mail merge dialogue box.
- Step-5** : To choose option Use the current document from Mail Merge dialogue box.
- Step-6** : To click **Next** button in **Step 2 of 6** from Mail Merge dialogue box.
- Step-7** : To choose option "Type a new list ", if you want to new Addresses. (OR To choose option "Use an existing list" if you want to stored Addresses).
- Step-8** : To click on "Create" button on Type a new list from Mail Merge dialogue box.
- Step-9** : Enter at least 10 records or more in following form.
(Use for New Entry button)
- Step-10** : Click on Close button then after move to proper location & write a file name & click on save button & click Ok button.
- Step- 11** : To click **Next** button in **Step 3 of 6** from Mail Merge dialogue box.
- Step- 12** : To click on above letter after TO, statement.
- Step- 13** : To click button on Insert Merge Field from **New Opening Toolbar**.
- Step-14** : To Insert required field name in following formatting from **Insert Merge Field**.
 «Title»«First_Name»«Last_Name»
 («Company_Name»)
 «Address_Line_1»,
 «Address_Line_2»,
 «City»
- Step-15** : To click on Close button.
- Step-16** : Click **Next** button in **Step 4 of 6** from Mail Merge dialogue box.
- Step-17** : To click on **Merge to New Document** from **Opening Toolbar**.

PRACTICAL-6

1. What is mail merge?

Mail merge is a combination of Address file & Document file.

OR

Same document sending to different location. At this time letter write on one file & Address write in other file. Further generating one file including Address with letter.

2. Describe the Step of Mail-Merge in a word.

Step-1 : Write a following letter in one file.

To,

Dear Friend

Here I am fine but how are you? I invite to you and your family in my birthday celebration at my home on date

18th February, 2010

time : 5:50pm

So, please you & your family member's are come at my home.

Yours truly friend,

(Randhirsinh G. Parmar, Idar)

Step-2 : To click on Tools menu & move to Letters and Mailing and select on mail merge option. Then after open new Mail Merge dialogue option on Right side.

Step-3 : To select Letters option from Mail Merge dialogue box.

5. To set 1.5 lines spacing in document.

- ⇒ To select all document.
- ⇒ To click on Format menu.
- ⇒ To click on LINE SPACING option.
- ⇒ To set 1.5 lines from LINE SPACING.

6. To change the numbering format in A,B,C,....

- ⇒ To select numbering Text.
- ⇒ To click on Format menu.
- ⇒ To click on BULLETS and NUMBERING option.
- ⇒ To click on A,B,C,... Bullets then after click OK buttons.

7. To create auto text entries for " IIITMS " TO " INSB INSTITUTE OF INFORMATION TECHNOLOGY".

- ⇒ To write your Text "INSB INSTITUTE OF INFORMATION TECHNOLOGY AND MANAGEMENT STUDIES".
- ⇒ To select Your Text.
- ⇒ To click on INSERT menu.
- ⇒ To click on AutoText option.
- ⇒ To write " IIITMS " in " AutoText Entries here " Text box.
- ⇒ To Click ADD button.
- ⇒ Then after write your Entries name " IIITMS " in blank space & press F3 key.

8. To create auto correct entries for " bok " to " Book ".

- ⇒ To click on TOOLS menu.
- ⇒ To click on "AutoCorrect" option.
- ⇒ To write "BOK" in "Replace" Text box AND.
- ⇒ "BOOK" in "With" Textbox..
- ⇒ To Click ADD button.
- ⇒ Then after click OK button.
- ⇒ To write your BOK and press spacebar key.