

# OFFICE MANAGEMENT Tools

## MICROSOFT WORD.

- 1) Create and design an advertisement with:
  - a) Page border, Content border and add patterns.
  - b) Write beautiful text in it and change the font, style, color and size of each sentence.
  - c) Design the Caption of the Advertisement using Word Art.
  - d) Insert images.

- a) Page border :

Step 1 - Go to Design → Page Borders.

Step 2 - Make selections for how you want the borders to look.

Step 3 - To adjust the distance between the border and the edge of the page, select options. Make your changes and select Ok.

Step 4 - Select Ok.

### Content Border

Step 1 - Select a word, line or paragraph.

Step 2 - Go to Home → Borders, and then open the menu of border choices.

## Customize the border:

Step 1: After you have selected your text and found the basic type of border you want like, open the borders menu again, and choose borders and shading.

Step 2: Make your choices for style, color and width, and then apply the choice with the buttons in the preview, section of the dialog box. Write the previews is the way you want it, click OK.

## Add patterns:

Step 1: Click on Insert tab.

Step 2: Select insert → Word Art.

Step 3: Under shape styles → Click on format text effects  
→ You can choose anyone of text fill properly.

b) Write beautiful text in it and then change the font, style, color and size of each sentence.

Step 1: Click on home tab.

Step 2: Choose the appropriate font name, font size, font style, color and size.

c) Design the caption of the Advertisement using Word Art.

Step 1: Click on insert tab.

Step 2: Select the insert Word Art.

Step 3: Choose the appropriate design.

## d) Insert Images:

Step 1: Click on insert Tab

Step 2: Select pictures: Either select online pictures or from this device.

Step 3: Adjust the picture size accordingly.

## 2) Create and design Project Report Template.

a) Index page

b) Front page

c) Certificate

d) Create links between index page to front page and certificate.

## a) Index page

Step 1 - Insert table.

Step 2 - Use appropriate font name. E.g. Times New Roman, font Style, Numbering.

## b) Front page.

Step 1 - Design a front page

Step 2 - Insert logo and borders.

## c) Certificate

Step 1 - Design an certificate.

d) Create links between index page to front page and certificate.

Step 1 - Select the text or object you want to use as a hyperlink

Step 2 - Right Click and then click hyperlink.

Step 3 - Under link to, click place in this document.

Step 4 - In the list, select the heading or bookmark that you want to link to.

Step 5 - Click Ok.

### 3) Create and Design

a) Document with drop cap (write 1 paragraph).

b) Insert the watermark with company name in the document.

c) Organisation of the company.

d) Add Quick Part - Document property insert Company - Company address - email fax - phone.

a) Add a drop cap:

Step 1 - Select the first character of a paragraph.

Step 2 - Go to insert → Drop cap.

Step 3 - Select the drop cap option you want. To create a drop cap that fits within your paragraph, select in margin.

b) Insert the watermark:

Step 1: On the Design tab, select watermark.

Step 2: Choose the pre-configured watermark, like DRAFT, CONFIDENTIAL or DO NOT COPY.

Step 3: For placing a logo or image, select watermark → custom watermark → Picture watermark → select Picture. On the same menu you can create a custom text watermark.

Step 4: Or you can choose text watermark and write the company name, click OK.

c) Create an Organisation chart.

Step 1: On the Insert tab, in the illustration group, click Smart Art.

Step 2: In that choose a Smart Art graphic gallery. Click hierarchy, click an organisation chart layout (such as organisation chart), and then click OK.

OR

Step 3: Click in a box in the Smart Art graphic and then type your text.

d) Add Quick Art.

Document property insert Company - Company address - email-fax → Quick Art are reusable text elements in Microsoft office Applications. You can use them to add frequently used blocks of text to your documents.

Create a quick art:

Step 1- Select the phrase sentence, or other position of your document that you want to save to the gallery.

Step 2- On the insert tab, in the text group, click Quick Art and then click save selection to Quick Part Gallery, change the name and add a description if you like, and click ok.

Add a quick Art.

Step 3- Place your cursor, where you want to insert a selection from the Quick Art gallery.

Step 4- On the insert tab, in the text group, click Quick Art and then click the sentence, phrase, or other saved selection you want to reuse.

#### 4) Mail Merge.

- a) In a Blank Microsoft word document, click on the mailings tab, in start mail merge group, click start mail merge.
- b) Click Step - by - step mail merge wizard.
- c) Select your document type. In this demo we will select letters.  
Click Next → Starting document → Select recipients.
- d) Select Recipients in this demo we will create a new list,  
Select type a new list, Click Create.

- Create a list by adding data in the new Address list dialog box, click OK.
- Save the list.
- Now the list has been created the mail merge wizard gives you the option to use an existing list and you have the option to edit recipient list.
- Selecting edit recipient list opens up the mail merge recipients dialog box where you can edit the list and select or unselect rewards. Click OK to accept the list to write the letter.
- Write the letter and add custom fields.
- Click address block to add the recipient's addresses at the top of the document.
- In the insert address block dialog box check or uncheck boxes, select options on the left until the address appears the way you want it to.

Note: You can use match fields to correct any problems. Clicking match fields opens up the match fields dialog box in which you can associate the fields from your list with the fields required by the wizard.

- Press Enter on your keyboard and click Greeting line to enter the greeting.
- In the insert Greeting line dialog box, choose the greeting

line format by clicking the drop down arrows and selecting the options of your choice and then click ok.

- Address block greeting line are enclosed with (<> >).
- Write a short letter and click next to preview your letter.
- Preview your letter and click Next, Complete the merge.
- Click Print to print your letters or edit the individual letters.

## 5) Creating the documents with Special effects like underline, bold, different size, different font and different color.

Step 1: Select the required text.

Step 2: Click the dialog box launcher icon from the font list.

Select the font style from the font style list.

Select the required font size from the size list.

Step 3: Click the font color.

Select the required font color.

Select the required underline style from the underline style list.

Step 4: Select the effects from the effects section of the font dialog box.

Click ok.

Input text :

Your name : Monisha M.

Address / Email address :

Create Table : Year, Education, Percentage obtained, Institution.

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Objectives : To pursue in reputed institution.

Cocurricular activities : Dance, Singing, Quiz.

6 Creating Paragraph, inserting date, Time, Picture, Bullets, Numbering, indentation in Microsoft word.

1: To Create Bulleted List :

- a. Select the items to be included in the list.
- b. Click on Home tab.
- c. Click on arrow next to the bullets in paragraph group of the Home Tab.
- d. Select the required bullet style.

2: To insert Pictures :

- a. Open the word document, that you want to insert a picture in it.
- b. Click on Insert tab → Click on pictures → You can insert picture from → This device or Online Pictures.

3: To insert date and time :

- a. Position the insertion point where you want the date or time to be inserted.
- b. Choose date & time from the insert menu.
- c. Select the format for the date or time.

## 4: Indentation

### First Line Indentation

a You can move left/right/center/justify of the text in a paragraph.

Steps: Click anywhere in the paragraph you want to indent, and click on paragraph dialog box launcher in the Home tab.

7) Formatting Features of Ms Word, It includes Paper size, Margins, Header & Footer, Page Number, Creation of table options.

### Steps for Paper Sizes

- i) From the page layout tab, click size → Select more paper size from the drop down menu - Select more paper sizes.
- ii) The page setup dialog box will appear. Adjust the values for width and height, then click ok.
- iii) Adjusting Paper size. The paper size of the document will be changed.

### Page Margins

(a) Select the insert tab. } x

(a) To set margins in word, click the "Layout" tab in the ribbon.

- b) Then click the "margins" drop-down button in the "page setup" button group.
- c) Choose from the present margin options in the drop-down menu.
- d) Alternatively choose the "Custom margins" command to open the margins tab in the page setup dialog box.
- e) In the "margins" section, set the margin sizes for the document by using the spinner across.
- f) To change the page orientation, select either "portrait" or "landscape" from the orientation button in the page setup group.
- g) Then select either the portrait or landscape choice from the drop-down menu that appears.

#### Setting Page Number:

- a) Select insert → page number, then choose the location and style you want.
- b) If you wish different page numbering or if you wish numbering to start with 1 on second page, Goto Page number → Format page numbering to start with 1 on the second page, Go to page number → format page numbers set start to 0.
- c) When you are done select chose Header and footer: or press ESC.

### Create Table :

- Click on Table from the menu bar select insert → then table.
- Enter the desired number of rows and columns choose Autofit behaviour. If you want the table cells to automatically expand to fit the text inside them.
- click Ok to insert your table.

### MICROSOFT POWERPOINT.

Create a powerpoint presentation that explains :

- Dream Project / idea.
- An activity you enjoy.
- An event in your life that changed you or impacted your life.
- My Graduation Day.

### Slide Requirements :

1) First Slide : Title / Introduction.

Step 1 - Create a title. Give it a larger and non-default font. Make it look important.

Step 2 - Include the following subtitles

i) Your full name. Make the text smaller than the title. Make it centered.

ii) Your Student ID number. Make it italicized.

iii) The current date.

## 2) Second Slide : Picture and Insert.

Step 1 - Insert a picture.

Step 2 - Insert a textbox, with a couple of sentences describing the picture.

## 3) Third Slide : Chart

Step 1 - Insert a chart that illustrates your ratings of a specific topic.

Step 2 - Insert a text box, with a couple of sentences describing the chart.

## 4) Fourth Slide : List.

Step 1 - Make a list, with Sub-bullets. For eg:

i) Here is the first item of the list.

ii) Here is the second item of the list.

iii) Here is the third item of the list.

→ Here is the first sub-bullet of the third item.

→ Here is the second sub-bullet of the second item.

iv) Here is the fourth item of the list.

Sub-bullets are created by hitting the [Tab] key on your keyboard before writing a new item. To reverse a sub-bullet, hit [Shift] + [Tab] on your keyboard before writing a new item.

## 5) Extra effort

Step 1 - Check for spelling or grammar mistakes.

Step 2 - Use Slide transitions.

Step 3 - Use Animations, with good timing.

Step 4 - Insert a hyperlink

Step 5 - Insert a table

Step 6 - Insert multimedia (without going over 20MB file size limit)

Be Impressive and Creative!

Step 2 - Use Slide transitions

Step 3 - Use Animations, with good timing.

Step 4 - Insert a hyperlink

Step 5 - Insert a table

Step 6 - Insert multimedia (without going over 20MB file size limit)

Be Impressive and Creative!

Creating a Presentation in PowerPoint - Inserting / Deleting slides in PowerPoint.

i) Insert a Slide:

a) In the slide preview pane on the left, left-click with your mouse in-between two slides where you want to insert a slide.

b) In the PowerPoint Ribbon, on the Home or Insert tab, click the New Slide option.

c) In the drop-down menu that opens, select the type of slide to insert. The new slide will be inserted into the presentation where you clicked in step 1 above.

Copy and paste existing slide.

To add a copy of an existing slide to a presentation, follow the steps below.

In the slide preview pane on the left, find the existing slide you want to copy.

Using your mobile, right-click on that slide and select Copy in the pop-up menu.

Determine where you want to add the copied slide. Right-click the slide above where you want to paste the copied slide.

In the pop-up menu that appears, in the Paste options section, click the middle paste option icon to paste the slide. The middle paste option will paste the slide using the same formatting as the slide you copied.

## ii) Delete a slide.

To delete a slide in a PowerPoint Presentation, follow the steps below.

- Open the PowerPoint Presentation.
- In the left preview pane, click the slide you want to delete.
- Press the delete key to delete the slide.

## Creation of Slide Transition and Editing special effects in PowerPoint.

Add slide transitions to bring your presentations to life.

Select the slide you want to add a transition to.

Select the Transitions tab and choose a transition. Select a transition to see a preview.

Select Effect Options to choose the direction and nature of the

transition

Select Preview to see what the transition looks like.

To remove a transition, select Transitions > None.