

* What is word and its Use.

→ Microsoft Word is a word processing software developed by Microsoft. Word allows users to create, edit, format and share documents such as letters, reports, resumes, etc.

It offers a wide range of features including spell check, grammar check, formatting options, and collaboration tools, making it one of the most widely used word processing programs globally.

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* Structure of MS-Word Window and its application.

→ MS-Word enables users to do write-ups, create documents, resumes, contracts, etc. This is one of the most commonly used programs under the office suite.

Microsoft Word window elements refer to the different components or parts of the Microsoft Word interface that users can interact with to perform various tasks related to word processing and data entry.

Some of the essential window elements of MS-Word 2003 include:

- ① Title Bar :- Display the name of document and the program name.
- ② Menu Bar :- Provides access to different commands and functions
- ③ Toolbar :- Contains icons for commonly used commands and function
- ④ Document Area :- The main area where users can create and edit their document.
- ⑤ Scroll bars :- Used to navigate up and down or left and right through the document.

* Saving an document.

→ When you create a new document in Word, you'll need to know how to save it so you can access and edit it later. It's important to save your document whenever you start a new project or make changes to an existing one. Saving early and often can prevent your work from being lost. You'll also need to pay close attention to where you save the document so it will be easy to find ^{later}.

- ① Locate and select the Save command on the Quick Access Toolbar.
- ② If you're saving the file for the first time, the Save As pane will appear in the Backstage view.
- ③ You'll then need to choose where to save the file and give it a file name. Click Browse to select a location on your computer.
- ④ The Save As dialog box will appear. select the local where you want to save the document.
- ⑤ Enter a file name for the document, then click Save.
- ⑥ The document will be saved. You can click the Save command again to save your changes as you modify the document.
- ⑦ You can also access the Save command by pressing Ctrl+S on your keyboard.

Unit II :-

* Tables :-

→ Table is a combination of rows and columns.
There are different ways to create a table which are as follows:-

- ① From the toolbar select the table icon then a grid will appear then move the cursor over the grid until you highlight the number of columns and rows you want. This is for creating small size table.
- ② For creating a larger table select Insert > Table > Insert table. then the dialog box will appear then in that dialog box enter the no. of rows and columns you wanted, then click on ok, then the table will appear.
- ③ From the toolbar select pencil icon then a pencil will appear and draw it, by using this method draw the number of rows and columns you want.

* Borders :-

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- ① select the cells you want to apply a border to.
 - ② Use the commands on the Design tab to choose the desired Line style, line weight and Pen color.
 - ③ Click the drop-down arrow below the Borders ^{mm} ~~cm~~ ^{mm} ~~cm~~ button.
 - ④ Choose a border type from the menu.
 - ⑤ The border will be applied to the selected cells.

* Text box

→ Textbox is useful when you want to make a notice or any announcement to stand out on a page. Like other objects text box can be shaded filled with colors and given borders.

• Inserting a Textbox

- ① To create a textbox go to the insert tab.
- ② Click the textbox button.
- ③ select a readymade textbox or conventional textbox.

* Spelling and Grammar check

→ Word provides you with several proofing features - including the spelling and Grammar tool - that can help you produce professional, error-free documents.

• To run a spelling and Grammar check:-

- ① From the Review tab, click the spelling & Grammar Command.
- ② The spelling and grammar pane will appear on the right. For each error in your document, Word will try to offer one or more suggestions. You can select a suggestion and click change to correct the error.
- ③ Word will move through each error until you have reviewed all of them. After the last error

check is complete.

* Mail Merge

→ Mail Merge is most often used to print or email form letters to multiple recipients. Using Mail Merge, you can easily customize form letters for individual recipients. Mail merge is also used to create envelopes or labels in bulk.

- ① In a blank Microsoft Word document, click on the Mailings tab, and in the Start Mail Merge group, click Start Mail Merge.
- ② Click step-by-step Mail Merge Wizard.
- ③ Select your document type. In this demo, we will select Letters. Click Next - Starting document.
- ④ Select the starting document. In this demo, we will use the current (blank) document. Select Use the current document and then click Next - select recipients.
- ⑤ Select recipients. In this demo, we will create a new list, so select Type a new list and then click Create.

* Inserting clip Art and Picture

→ Adding pictures can make your presentations more interesting and engaging. You can insert a picture from a file on your computer onto any slide. PowerPoint even includes tools for finding online pictures and adding screenshots to your presentation.

- To insert a picture from a file.

- ① select the Insert tab, then click the Pictures command in the Images group.

- ② A dialog box will appear. locate and select the desired image file, then click Insert.

- ③ The picture will appear on the currently selected slide.

- To insert an online picture.

- ① select the Insert tab, then click the online Pictures ^{Command}

- ② The Insert Pictures dialog box will appear.

- ③ Choose Bing Image search or your One Drive.

- ④ Press the Enter key. Your search results will appear in the dialog box.

- ⑤ select the desired image, then click Insert.

- ⑥ The image will appear on the currently ~~set~~ selected slide.

Unit 4

* Entering Data to Graph

→ To enter data into a graph in Powerpoint:-

- ① Insert a chart
- ② Choose the chart type
- ③ Enter data in the Excel spreadsheet
- ④ Customize the chart
- ⑤ Close Excel

⑥ Update data by double-clicking on the chart

By following these steps, you can easily create and input data into a chart directly within Powerpoint, allowing you to present your data effectively during your presentation

* Organization chart

→ An organization chart, or org chart, illustrates the internal structure of a company, institution or project. The content and layout of an org chart can vary.

* Steps of organization chart:-

- ① In Powerpoint, on the File tab, click New.
- ② In the search for online templates and themes box, type org chart, and then click search.
- ③ Choose an org chart from the search results.
- ④ Click create
- ⑤ To replace the placeholder text with your

* Master slide

→ In PowerPoint, a "master slide" is like the blueprint for your presentation. It's a slide that controls the overall formatting and design of your presentation. When you make changes to the master slide, those changes apply to all the slides based on that master. Here's how to access and use the master slide:

- ① Open PowerPoint.
- ② Go to the "View" tab
- ③ In the "View" tab, locate the "Master views" group, click on "Slide Master"
- ④ You can now make changes to the master slide such as adding logos by the "Edit Master".
- ⑤ Once you've made your changes, you can close the master view by clicking on the "Close Master view"
- ⑥ Apply to slides.

Using the master slide feature can save you a lot of time and effort, especially if you want to maintain a consistent look and feel throughout your presentation.

* Auto Content Wizard.

→ The Auto Content Wizard was a feature in older versions of Microsoft PowerPoint, designed to help users create presentations by providing pre-designed templates and content suggestions based on the type of presentation they wanted to create. However, in AutoContent Wizard has been replaced with built-in templates and themes that offer a similar level of assistance but with more flexibility and customization options. To access pre-designed templates and themes in newer version of PowerPoint:-

- ① Open PowerPoint.
- ② Click on "File" in the top left corner.
- ③ Select "New" from the menu.
- ④ You'll see a variety of template options to choose from, including ones for presentations, documents and more.
- ⑤ Browse through the available templates and select the one that best suits your needs.
- ⑥ Once you've selected a template, you can start customizing it with your own content.