UNIT 4:

Multimedia and

Word Processing

What is multimedia?

- A media which combines different content forms of text, audio, video, animation, interactive features, still images to get a finished product is defined as multimedia.
- Multimedia is the integration of multiple forms of media.
- Multimedia is used for display, play and record or accessed by information content processing devices, such as computerized and electronic devices, but can also be part of a live performance.
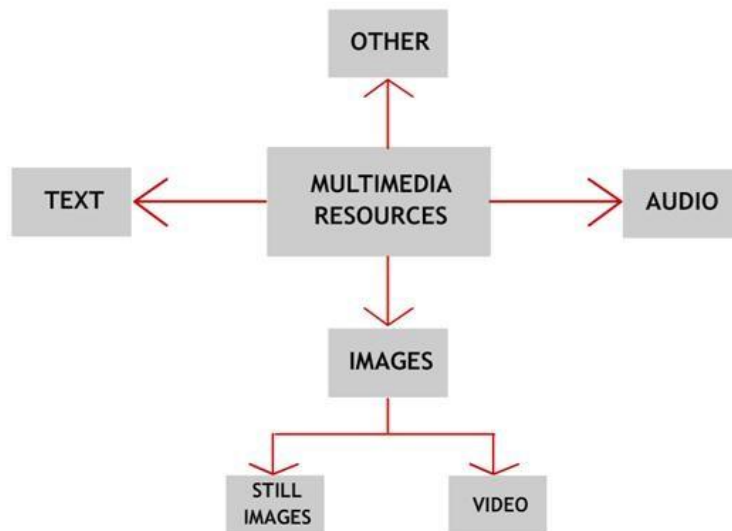
FIG: Multimedia Resources

FIG : Multimedia

Multimedia Data types

- Text
- Graphics
- Animation
- Audio
- Images
- Video

Text

- Text is most widely used and flexible means of presenting information on screen and conveying ideas.
- The designer should not necessarily try to replace textual elements with pictures or sound, but they should consider how to present text in an acceptable way and supplementing it with other media.
- Users also be put off by the display of large amounts of text and will find it hard to scan.
- To present tourist information about a hotel, for example, information should be presented concisely under clear separate headings such as location, services available, prices, contact details etc.
- An explanation of the **abbreviations** used in the system should be readily available to the user through on-line help facilities or at least through written documentation.

- All **upper case** can be used if a text item has to attract attention as in warnings and alarm messages.
- The **length of text** lines should be no longer than around 60 characters to achieve optimal reading speed.
- Only one third of a display should be filled with text.

Graphics

- Graphics are visual images or designs on some surface, such as a wall, canvas, screen, paper.

- Images that are generated by a computer are called computer graphics.
- Graphics often combine text, illustration, and color. Graphic design may consist of the deliberate selection, creation, or arrangement of typography alone, as in a brochure, flyer, poster, web site, or book without any other element.
- Graphics can be functional or artistic.
- The latter can be a recorded version, such as a photograph, or an interpretation by a scientist to highlight essential features, or an artist, in which case the distinction with imaginary graphics may become blurred.

Types of graphics

- Computer graphics
- Web graphics
- Uses
- Business
- Advertising
- Political
- Education
- Film and animation

FIG : Graphics Animation

- Animation is the illusion of movement created by a succession of still graphics that are shown rapidly to the eye.
- It can be generated via a sequence of slightly changed graphics.
- Every graphic is slightly different from the previous.

- In path-based animation, a single still image moves along a mathematical predefined path.

- The important features of this definition are

  - Picture – an animation is a kind of pictorial representation.

  - Motion – an animation depicts apparent movement.

  - Simulated – an animation consists of objects that are artificially created through drawing.

FIG : Animation

Usage of Animation

- To attract attention
- To inform about the state of process
- Demonstrations
- Interactive simulations

Audio

- Audio signals are continuous analog signals.
- Audio on a computer is digital data representing sounds (voice, music, sound effects and background music).
- Sound is a continuous wave that travels through the air. The wave is made up of pressure differences.
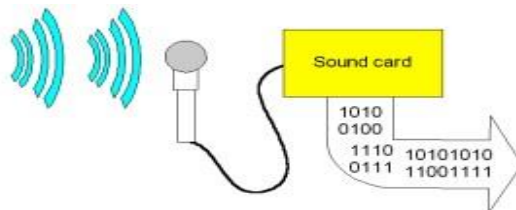

FIG : Audio

- Frequency represents the number of periods in a second.

- Human hearing frequency range 20Hz-20 kHz (audio), voice is about 500Hz to 2kHz.

- There are two major types of digital sound, such as

    ➢ Musical Instrument Digital Interface (MIDI) and

    ➢ Digitized sound files.

- Both types are used substantially in multimedia.

Musical Instrument Digital Interface (MIDI)

➢ MIDI files store digital descriptions of actual musical instruments within software/hardware and are predefined in their digital form.

➢ MIDI does not store real-world sounds.

➢ The data contains descriptions of the instrument, pitch, timing of each note and its duration.

➢ Combination of multiple instruments is possible.

➢ 10 seconds of digitized sound takes up 1 MB, a 10 second MIDI file occupies approximately 4 KB.

Digitized Sound

➢ A microphone records real-world sound.

➢ The microphone has a mechanism that sound waves vibrate, converting to electric signals.

➢ These signals are not suitable for a computer, as they are in analogue form (consists of changing frequencies and volumes).

➢ An analogue-to-digital converter (ADC) chip can change the analogue signal into the binary system.

➢ Converting any analogue signal to a digital tone is called digitizing.

Image

- Image file can be divided into two categories
    ➢ Vector-based image
    ➢ Bitmap image

- **Vector-based images**
  - ➢ These images are defined by mathematical relationships between points and the paths connecting them to describe an image.

- **Bitmap images**
  - ➢ These images are made of individual dots called pixels that are arranged and colored differently to form a pattern.
  - ➢ The individual squares that make up the total image can be seen when zoomed in.
  - ➢ However, from a greater distance the color and shape of a bitmap image appear continuous.
  - ➢ Since each pixel is colored individually, user can easily work with photographs with so many colors and can create photo-realistic effects such as shadowing and increasing color by manipulating select areas, one pixel at a time.

Video

- Analog Video is usually captured by a video camera and then digitized.
- There are a variety of video (analog and digital) formats.
- Video is composed of different story units such as shots, scenes and sequences arranged according to some logical structure.
- Frames recorded sequentially from a shot, one or several related shots are combined in a scene, and a series of related scenes forms a sequence.
- Multimedia video files can come in different formats. The most popular types of multimedia video formats are
  - ➢ Audio Video Interleave (AVI).
  - ➢ Moving Pictures Experts Group (MPEG).
  - ➢ Online streaming services – Flash Video (FLV), Windows Media Video (WMV) and 3rd Generation Partnership Project (3GP).

Multimedia Applications

- Multimedia can be used in a variety of ways and fields.
- It is being used to create interactive websites.

- It makes online user more interesting, because it uses different building to make a web page.

- Some of the multimedia applications are
  - ➢ Multimedia in Education
  - ➢ Multimedia in Entertainment
  - ➢ Multimedia in Marketing

Multimedia in Education

- Multimedia is any combination of text, graphics, art, audio, animation, and video with links and tools.

- When the user can able to control what and when these elements are delivered, it is interactive multimedia.

- When a structure of linked elements through which the learner can navigate, interactive multimedia becomes hypermedia.

- Multimedia educational computing is one of the fastest growing markets in today's world.
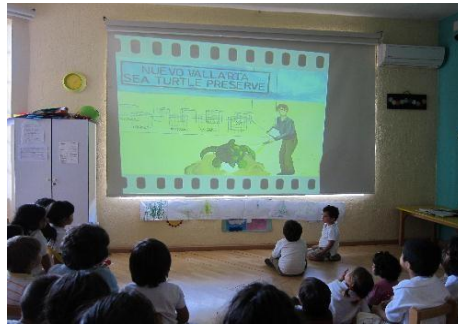

FIG : Multimedia in Education

- Fueling this growth are advance in technology and price wars that have dramatically lowered the cost of multimedia computers.

- The new tools are enabling educators to become developers.

- Nothing how multimedia is used to enable individuals to create course material, that once required teams of specialists, individuals can now produce multimedia desktop video productions.

- Commercial and educational available generic courseware to support commercial products are emerging.

- For these reasons, it is important to share information about what goes into the development of multimedia and the appropriate use of multimedia.

Multimedia in Entertainment

- Entertainment sector is one of the major application drivers of multimedia technologies.

- Multimedia entertainment application goals at diverting users and engaging them in amazing experiences such as reading a book, playing more games and listening to music.

- Electronic games are already popular and their popularity will further increase, as applications may be presented over enhanced delivery media.

- Examples include CD-ROM-based interactive games, multi-player games that are played over the Internet, games on mobile phones, etc.,

- Multimedia entertainment applications aim at diverting users, engaging them in amazing experiences such as

  ➢ Reading books

  ➢ Listening to music

  ➢ Enjoying videos

  ➢ Playing game

Reading Books

  ➢ User can read novels and any kind of books just like real books, then able to click on links throughout the text.

  ➢ Take a note and type directly on documents.

FIG : Multimedia Books

Listening to Music

  ➢ People use music as form of entertainment.

FIG : Music

- ITunes is the famous mobile application developed by Apple, it is used to download and play audios and videos.
- VLC, MP3 Player, etc. are famous software used to listen music.
- Devices used to listen music are mobile, headset, iPod, speaker, etc.

Enjoying videos

- Devices used to watch videos are monitor, Tabs, Laptops, etc.
- VLC, Flash movie player, etc. are software used to play videos.

FIG : Videos

Playing Games

FIG : Playing Games

➢ Flash is one of the best 2D animation software used to make 2D video games.

➢ For e.g. Aladdin video game is created with the help of flash software.

Multimedia in Marketing

- Many companies today use multimedia in their marketing communication, given that is a more interactive way to promote their new products to the consumers.

- **Real Estate Agents**
  ➢ Agents realized they could do more than just show pictures of a home.
  ➢ They created virtual tours and copied them with CD and DVD duplicators.

- **Interior Decorators**
  ➢ Decorators use software that creates virtual rooms and make many copies with DVD duplicating technologies. **Shopping Software**
  ➢ Any company selling a customizable product such as a car or a computer system can use CD and DVD duplicators to make copies of a shopping application on disc.

- **Artistic Portfolios**
  ➢ A host of creative people can create compact portfolios to show off their work.
  ➢ Bands can use CD duplicating to release their own albums or to create demos for distribution to potential performance venues.

- **Company Reports**
  ➢ Financial analysis aren't the most interesting reading, but they can be jazzed up with a full multimedia presentation and copied with CD and DVD duplicators.

FIG : Multimedia in Marketing

- **Interactive Manuals**
  - ➢ DVD duplicating simplifies employee training by creating courses on disc. New workers can train at their own pace without tying up another person to act as instructor.

Word Processing Concepts

Introduction to Word Processing

- The term "word processing" means writing, editing and production of documents as letters, reports and books, through the use of a computer program or a computer system.
- Most people, who use a computer, commonly use word processing tools.
- The word processing software allows user to create text documents that includes pictures and drawings.
- Microsoft word is a versatile, easy-to-use word processing program.
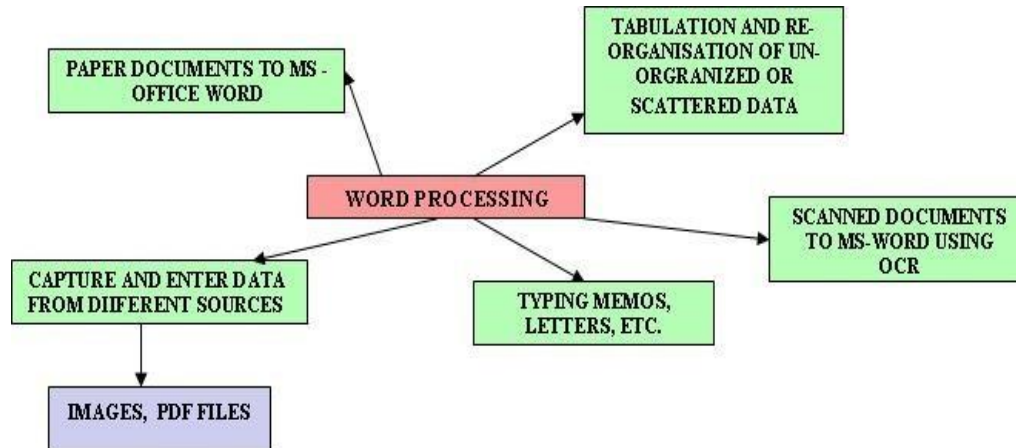
FIG : Word processing

What a user can do with MS word?

- A word processor enables users to
  - ➢ Create documents like letters, resume, letter heads & business usage.
  - ➢ Store it electronically on a disk.
  - ➢ Enter and modify characters using keyboard and print with the help of printer.
- The Word processor has different variety of uses and applications within the business circle, home and education departments.
- It saves time of the user and enhances document appearance.

The advantage of using Microsoft word

- MS word has many features like highlight, table creation, justify, fonts, paragraph, bullets and numbering, editing the document, adding pictures and graphs, creating group letters, spelling and grammar check etc.
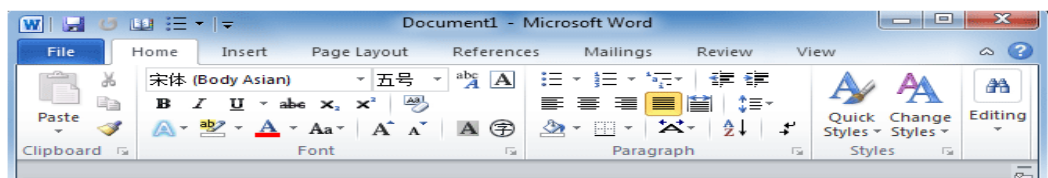
FIG : Options in MS-word

How to open an existing Document?

Under **File Menu**, click **Open.**
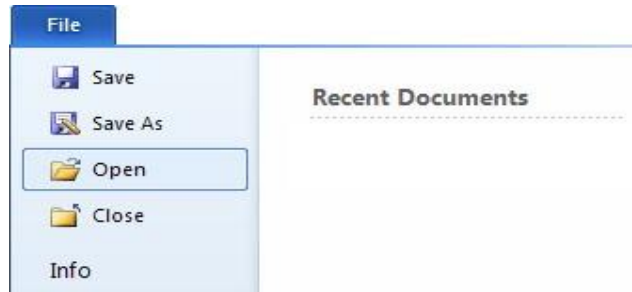
FIG : Open option in File Menu

- It will navigate the user to the **Open** window.

- From file list, select **All Word Document.**

- Choose the drive and folder from which the file needs to be opened.

- Choose the desired file to be opened and then click **Open** or just double click on the file to be opened.
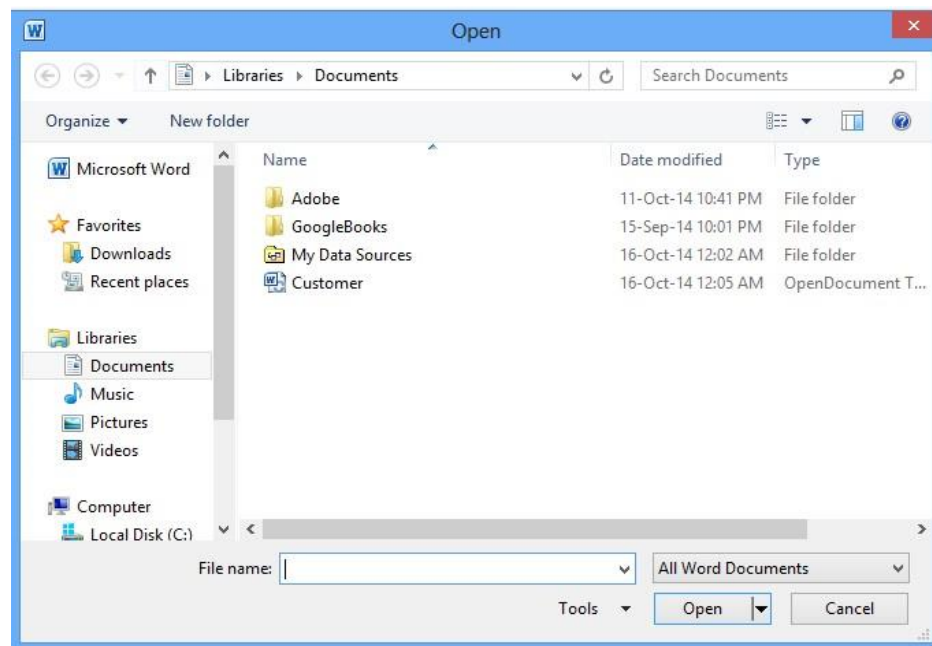

FIG : Open Window for selecting document

Saving a document

- Saving a document is the process of applying the modifications to the original word document.

- It is simply done with the keyboard shortcut CTRL+S or by clicking SAVE icon.

- Whenever the user creates or edits a document, it is stored in the temporary memory until the user saves the document permanently.

- The data can be lost if a power failure or computer hardware problem occurs.

- So, it is always good practice to save the work frequently.

- In the word software, user can use either the **Save** or **Save As** command to save a document.

- Some guidelines about saving documents in word

  ➢ Use **Save** option to save a document for the first time.

  ➢ Use **Save As** to save an existing document under a new name. Save As creates an entirely new file and leaves the original document unchanged.

  ➢ Use **Save** to update an existing document.

- The first step in saving a document for future use is to assign a file name. ⬜ The rules for naming documents are

  ➢ File names can contain up to 260 characters, including the drive letter, the folder name and extension.

  ➢ The following characters cannot be used in a file name: /\><*?":|.

  ➢ File names can include uppercase letters, lowercase letters, or a combination of both.

  ➢ They can also include spaces.

- Before saving a new document, decide as where to save it.

- Word saves documents in the current drive and folder, when the location is not specified.
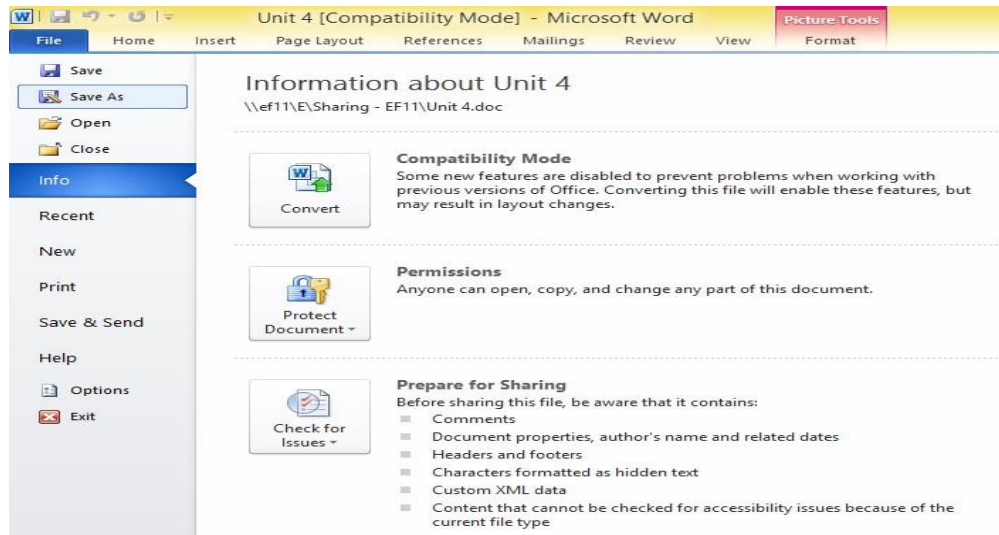
- Under **File menu** click **Save As.**

FIG : Save As option

- It will navigate users to the **Save As** window.

- User can create new folder in the desired place by selecting the **New Folder** option in the Save As dialog box.

- Then choose the file type and type the file name in the **File name** text box, and then click **Save button**.

- After the document is saved in the desired location, if user wish to save the edited content again, they should use the **Save button** from **File Menu** or **Ctrl+S** to save the edited text.
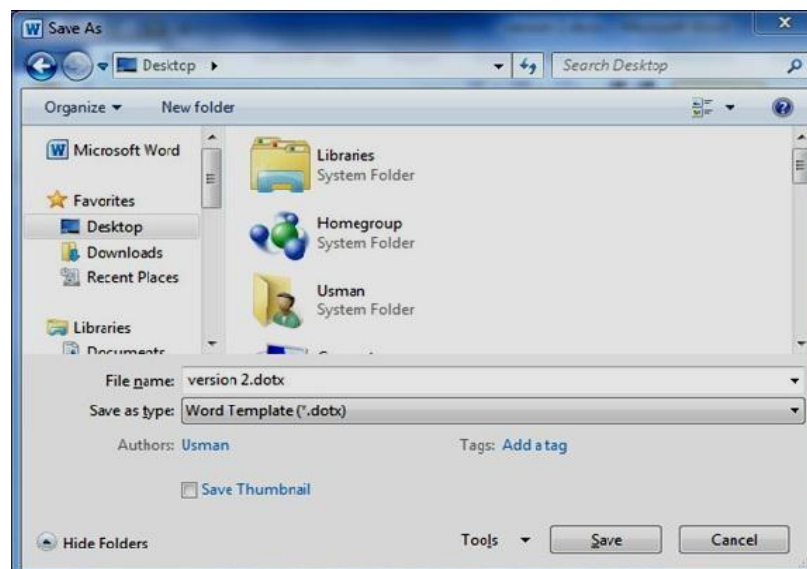

FIG : Save As Window

Closing a document

- After finishing the work on a document then the user needs to save it and then close the document, and he can open another document or exit the Word.

- The easiest ways to close a document and exit Word are
  - ➢ Click the **Close button** in the upper right corner of the Word window.

  - ➢ Choose the **Close command** from the File tab.

  - ➢ The Keyboard shortcuts to close word are

    - ❖ Press **Ctrl + W** to close a document.

    - ❖ Press **Alt + F4** to exit Word.

Text Selection

- Selecting text is a basic technique that makes revising documents easy.

- When text is selected, that area of the document is called selection, and it appears as a highlighted block of text.

- A selection can be a character, group of characters, word, sentence, or paragraph or the whole document.

- User can select the text in several ways, depending on the size of the area you want to select.

  Text selection methods

- Select the text by dragging the mouse over the desired text while keeping the left mouse button depressed, or hold down the **SHIFT** key on the keyboard while using the arrow buttons to highlight the text.

- The following information contains shortcuts for selecting a portion of the text ➢ Whole word → **double-click** within the word.

  - ➢ Whole paragraph → **triple-click** within the paragraph.

  - ➢ Several words or lines → drag the mouse over the words or hold down **SHIFT** while using the arrow keys.

  - ➢ Entire document, choose → **Edit | Select | Select All** from the Ribbon, or press **Ctrl+ A.**

➤ In Word, user can select noncontiguous text by keeping Ctrl button depressed and then selecting the text with mouse.
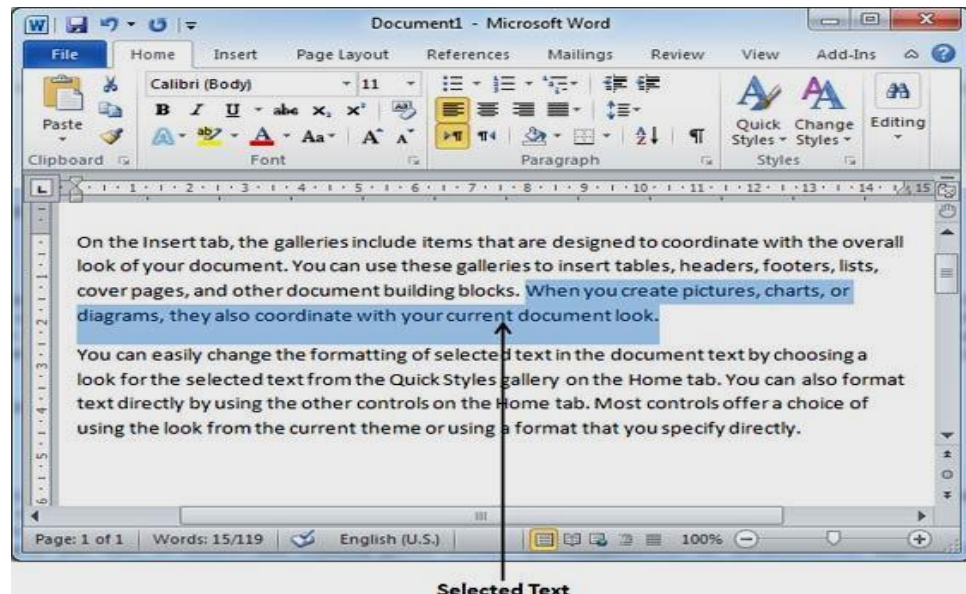

FIG : Text selection

Editing text

- Using the word, user can quickly and painlessly edit text you which have already typed.
- There are many ways to edit content in a document. ☐ Some options are as listed below
    - ➤ Tying and Inserting Text
    - ➤ Inserting Additional text
    - ➤ Copy and Paste text
    - ➤ Deleting Blocks of text
    - ➤ Undo and Redo changes

Typing and Inserting Text

- To Edit the text, just start typing, the text will appear where the blinking cursor is located.
- Move the cursor by using the arrow buttons on the keyboard or positioning the mouse and clicking the left button.
- The keyboard shortcuts listed below are also helpful while typing the text in a document.

➢ Beginning of the line → **HOME** key

➢ End of the line → **END** key

➢ Top of the document → **CTRL+ HOME** key

➢ End of the document → **CTRL+ END** key

Inserting Additional Text

- Text can be inserted in a document at any point using any of the following methods
- Type Text
  - ➢ Copy and Paste Text
  - ➢ Cut and Paste Text
  - ➢ Drag Text

 Type Text

➢ Place the cursor where user wants to add text and type it.

➢ Check whether if user is in **Overwrite mode** or not.

➢ When editing text in overwrite mode, it replaces any existing characters to the right side of the insertion point.

➢ To make it in non-overwrite mode, follow these steps

   ❖ Click **File** menu, then at the bottom, click **Option**.

   ❖ In the left pane, click **Advance**.

   ❖ Under editing options, select or clear the **Use Overtype mode** check box.
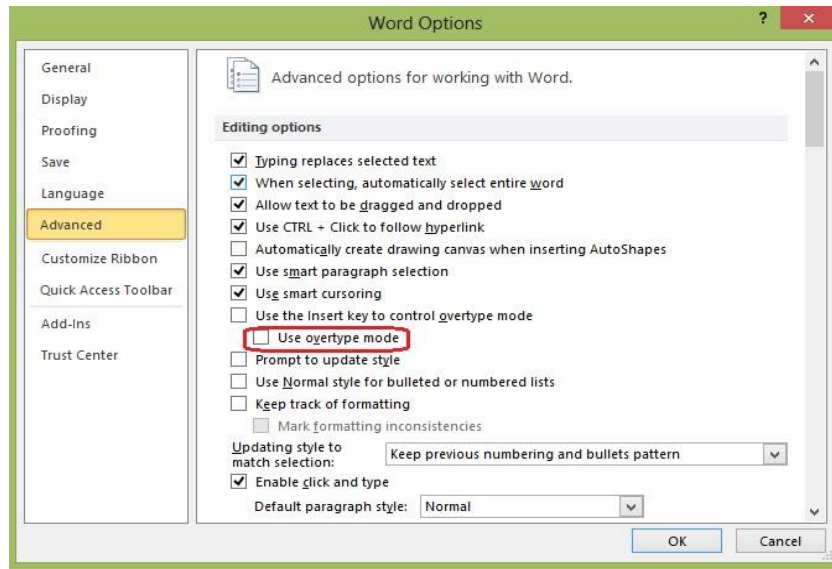
FIG: Word Option Window

- **Copy and paste Text**

  ➢ To select a word or a line, then click the **Copy button** under home tab or use **Ctrl + C.**

  ➢ Then place the cursor where to paste the copied text.

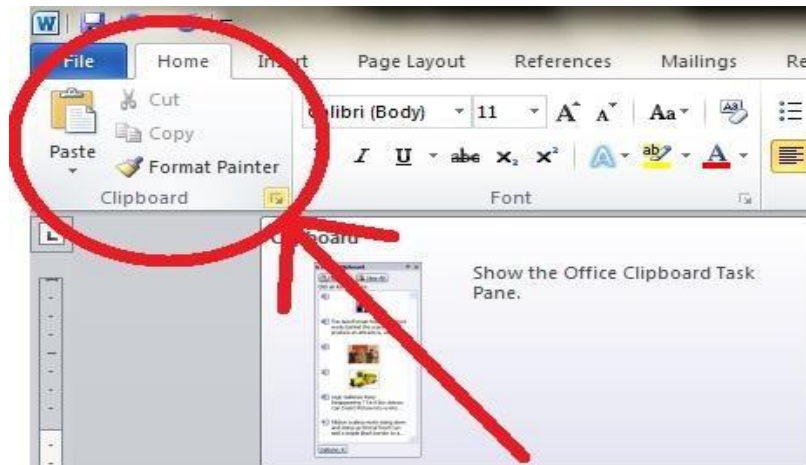 ➢ Click **Paste button** under home tab, or use **Ctrl + V**.

- **Cut and Paste Text**

  ➢ Select a word or a line, then click the **Cut button** under home tab or use **Ctrl+ X.**

  ➢ Then place the cursor where to paste the text.

  ➢ Click **Paste button** under home tab, or use **Ctrl + V**.

FIG: View of Clipboard

Drag Text

- ➢ **To move within the same document**

  - ❖ Select a portion of text that the user wants to move from any of selection options.

  - ❖ Then move the mouse pointer to the selected text and hold the left mouse button while moving around the document.

  - ❖ Take mouse pointer to the place where to place it.

- ➢ **To move within different documents**

  - ❖ Keep both the documents open, click **Arrange all** button under the **View tab**

  - ❖ After that, two documents will display like this.
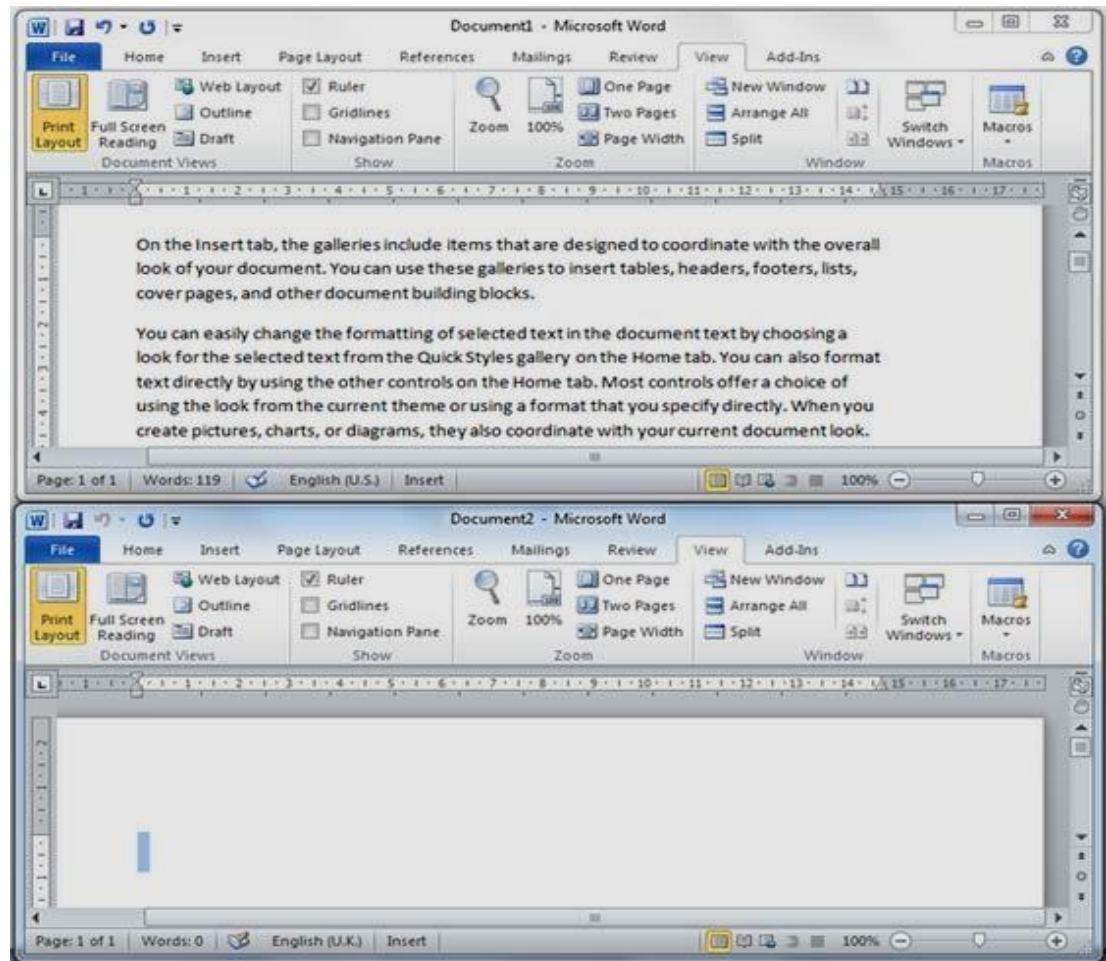
FIG : Display of two windows after Arrange all button is selected

❖ Select the text from one document and hold user left mouse button and drag that text to the next document.

❖ User can switch through the different window to move the text by using the **Alt + Tab** keys.

Deleting Blocks of Text

- User can use **Backspace** or **Delete** key on the keyboard to delete text.

- **Backspace**

  ➢ The Backspace key will delete text to the left of the insertion point.

- **Ctrl + Backspace**

  ➢ This key will deletes the whole word to the left of the insertion point.

- **Delete**

  ➢ The Delete key will delete the text to the right of the insertion point.

- **Ctrl + Delete**

  ➢ This key will deletes the whole word to the right of the insertion point.

- **Using selection Method**

  ➢ Select the text or a line or a paragraph to delete by using any one of the selection methods such as

    ❖ By simply double click on a word.

    ❖ By using **Shift + Arrow keys** (depends on the direction).

    ❖ By using **Ctrl + double click** on different words.

    ❖ Press **Ctrl + A** which select the entire document.

  ➢ Then click **Delete key** on the keyboard.

Undo and Redo Changes

- Word remembers the changes made by the user in a document and lets the user to undo or redo those changes.

- For example, if the user accidentally deletes a text, then the user can use the **Undo** command **Ctrl + Z** to reverse the action and restore the text.

- If user changes his mind and decide to keep the deletion, then they can use the **Redo** command **Ctrl + Y** to reverse the canceled action.

- To undo changes use any one of the following methods
  ➢ Click the **Undo** button on the Quick access toolbar.

  ➢ Use key combination **(Ctrl + Z).**

- To redo changes
  ➢ Click the **Redo** button on the Quick access toolbar.

  ➢ Use key combination **(Ctrl + Y).**

FIG : Quick Access Toolbar

Find and Replace

- To find a particular word or phrase in a document

  ➢ Click **Find** button on the **Editing** group on the Ribbon.

  ➢ Or use keyboard shortcuts as **Ctrl + F**.

- To find and replace a word or phrase in the document

  ➢ Click **Replace button** on the **Editing group** tab.
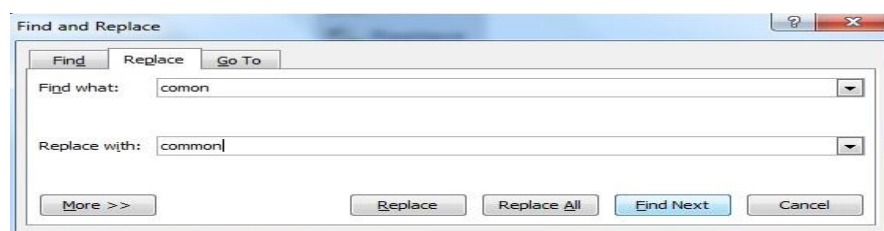

FIG: Editing Group

FIG: Find and Replace dialog box

- Type the text in **Find what** text box and **Replace with** text box to replace particular word.

Steps to Find and replace a text

- Click the **Editing button** on the ribbon bar to reveal the edit options. The Edit options may be visible already if your Word window is large enough to support them.

- Click the **Replace** menu item.

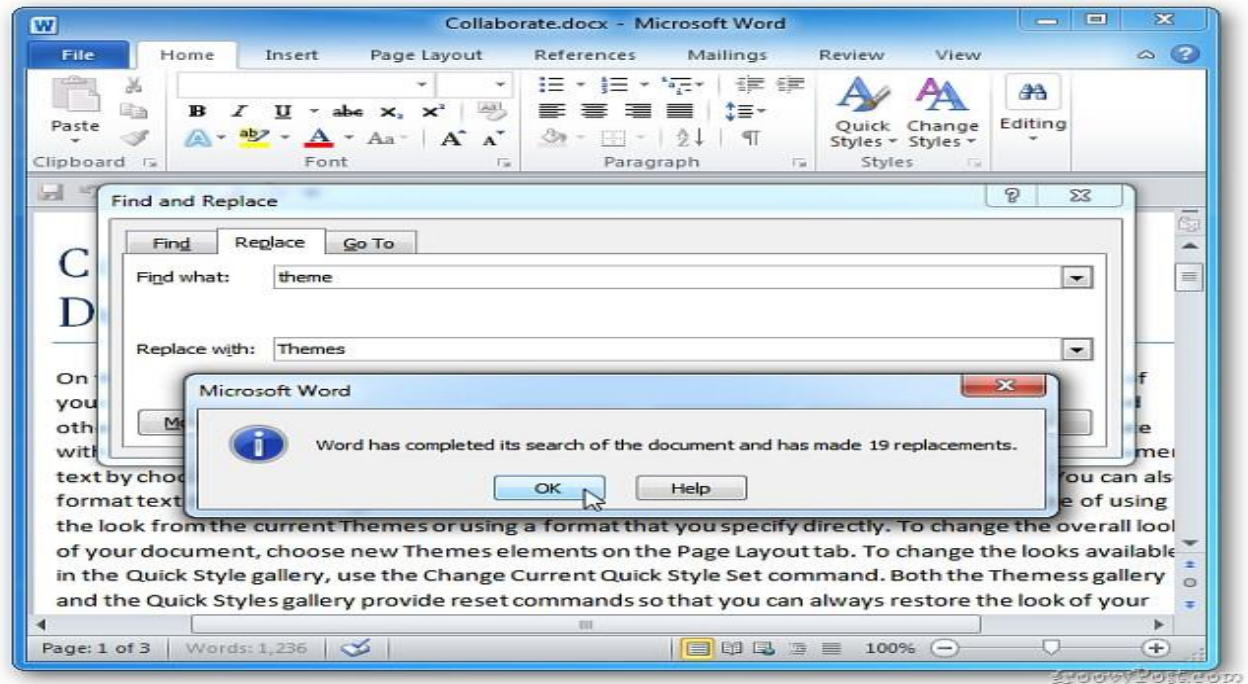- The Find and Replace dialog box appears, with the selected Replace tab.

FIG: Finding and Replacing Words

- In the **Find what**, type the word in the document. In the **Replace with**, type the word to be replaced.

- Click the **Replace All button** to replace all instances of the word in the document.

- A dialog box will appear indicating the number of replacements made. Click the **OK** button.

- If the user thinks this type of global replace is risky, then they can use the **Replace button** to approve each replacement. This same dialog box is used for the Find feature, which allows the user to search for text in the document.

- Click the **Close button** to close the Find and Replace dialog box if it is still open.

Printing a document

- After creating a document, printing is easy. User can use any of the following methods

  ➢ Choose **Print** from the File tab.

  ➢ Press **Ctrl + P**

- Clicking the Print button sends the document directly to the printer, using Word's default settings.

Steps to print a document

- Click the **File** tab. Click the **Print** command. The Print tab displays Word's default print settings and a preview of the document.
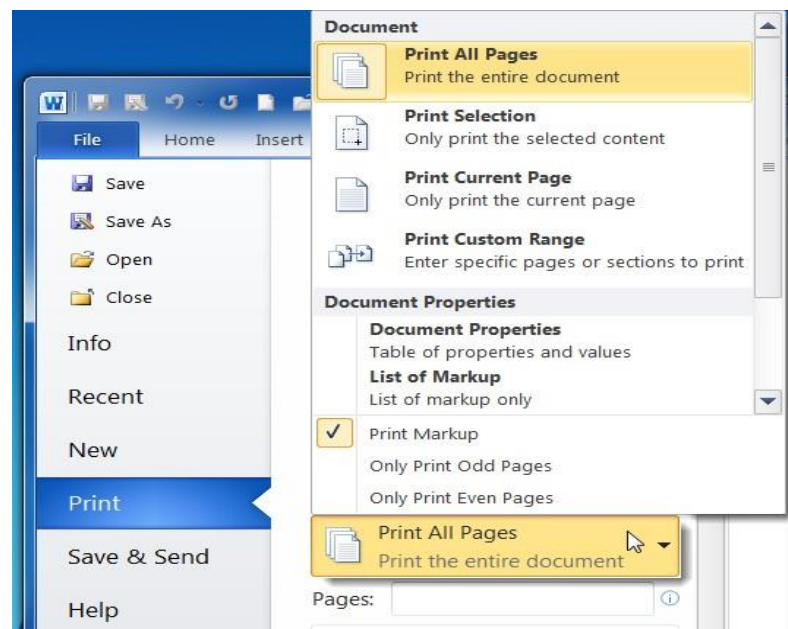

FIG : Print option in File Menu

 Click the **PRINT** button to accept the default print settings.
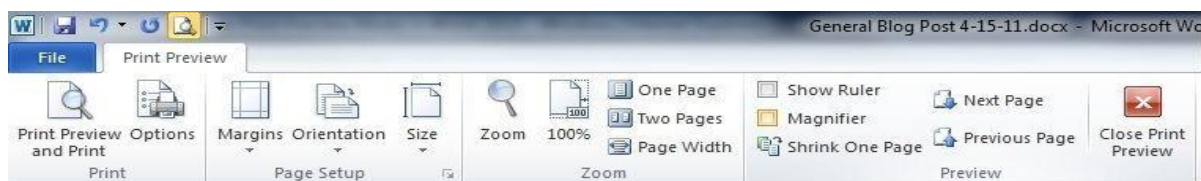
FIG: Overview of Print Preview window

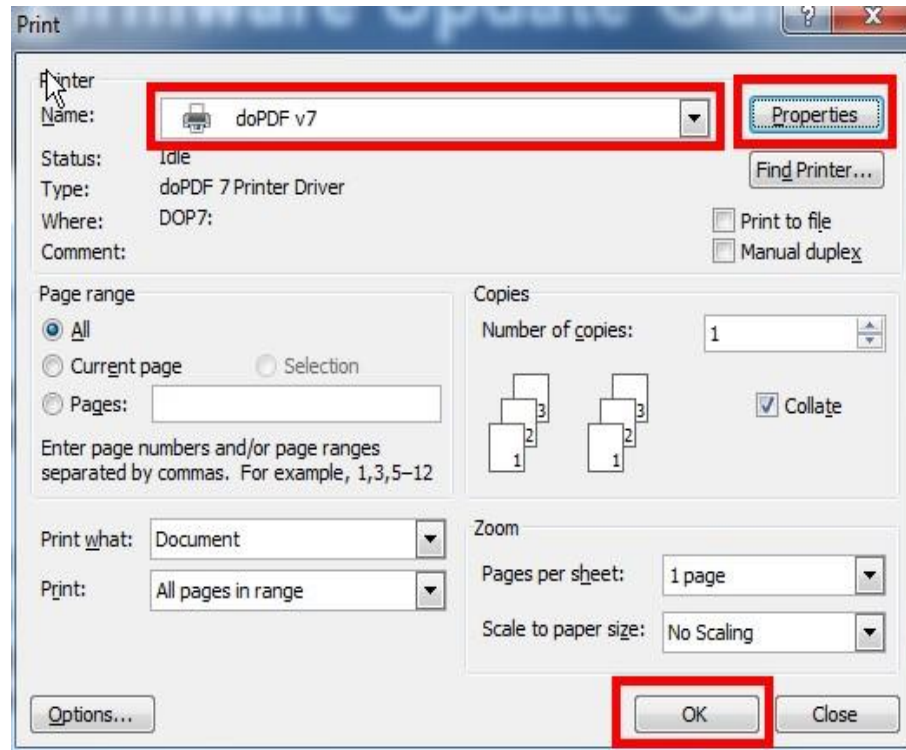Then select the **PAGE RANGE** and **NUMBER OF COPIES** and click **OK** button.

FIG: Print option dialogue box

Creating and Printing Merged Documents

- Mail merge is a useful tool that will allow the user to easily produce a set of documents.

- Each document has the same kind of information, yet some of the content is unique.

- For example, in advertisement or invitation letters the main contents will be same, but there will be difference only in the name and address for each customer.

- The information in each letter comes from entries in a data source such as a spreadsheet.

- If there is no existing address list, then create the new address list.

Creating a Merge Document

- A Mail Merge document is created in MS Word to print mailing documents.

- The data and fields for merging documents are imported from the MS Excel database.

- Creation of documents depends mainly upon knowing what data should be printed and what formatting should be applied.
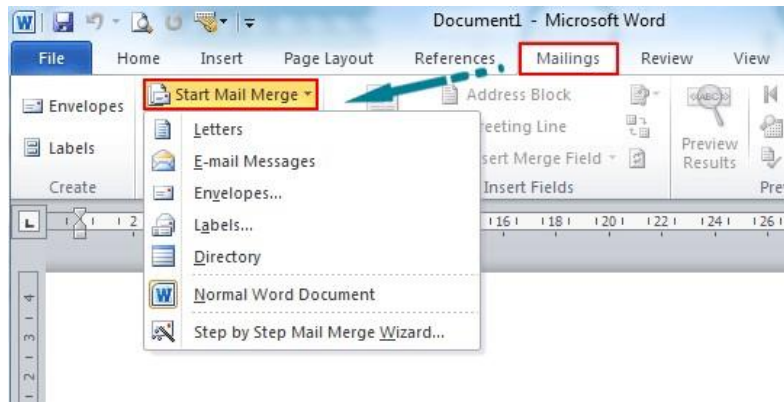
FIG : Start Mail Merge option

Steps followed to create a Merge Document

- Start MS Word and type the letter content.

- Then click the **mailings tab** and click **Start mail merge** option.

- Click step by step **mail merge wizard.** It will open a mail merge window on the right side of the screen.

- Then choose the **document type** as needed. The definition of each type will be displayed below. Then click on next.

- Choose **use current document**. This option will use the currently opened document to create mail merge. Click next.

- Choose **use an existing list.** This will use the existing Excel document for customer details. Then click the **browse** option, to select the existing customer details document.

- If there is no existing customer details document, then create and save the new document by selecting **create new** option and then select that newly created customer details document. Click next.

- Now a mail merge recipient's dialogue box will be displayed. From that select the recipients to whom the mail is to be sent. Then click ok.

- Now place the cursor on the document where the address of the recipient is to be added.

- Then click the **Address block** option and select the needed recipients name format from the mailmerge wizard window. Now the address block will be included in the document.

- Then place the cursor in right side of the document and click on **the greeting line option** and select the needed greeting line format to be included. Then click next.

- Now the mail merge document preview will be displayed. user can check the created document of each recipient by clicking the forward and backward buttons.

- User can also exclude recipients during this preview stage by clicking **Exclude the recipient** button, when the user preview the recipient document. Then click next.

- Finally, choose **Edit individual** option to make any corrections if available , and select All and click ok. Then save the created merged document or user can directly print the merged document by clicking print button and selecting All option in the Print option dialogue box.
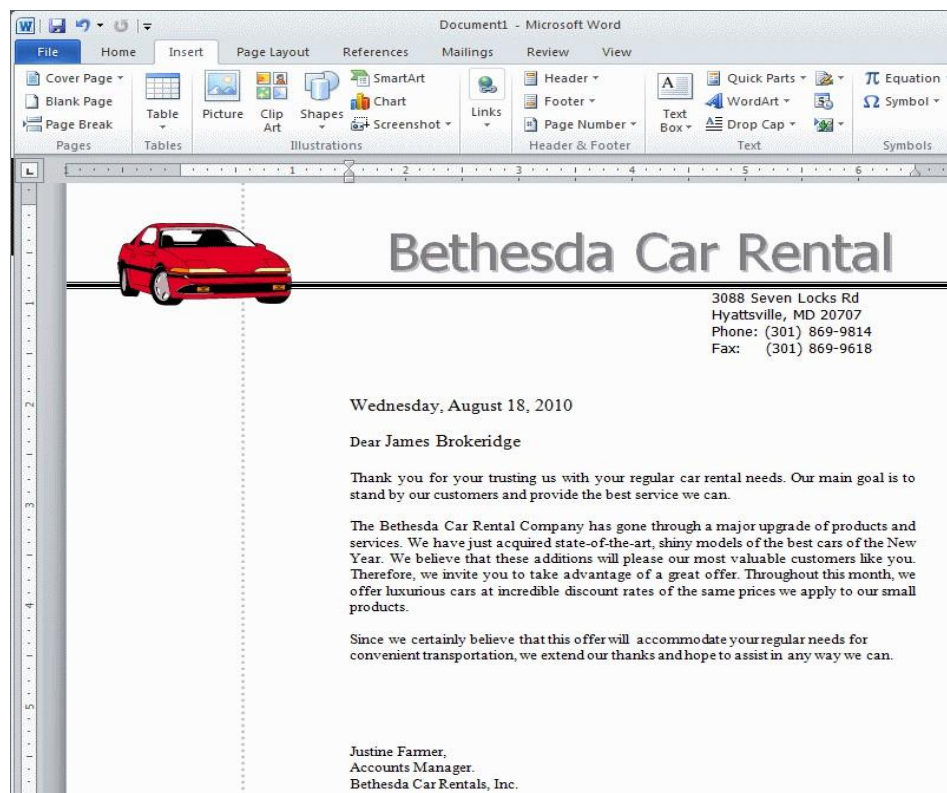
FIG : Preview of Merged Document

Printing a Merged Documents

- Printing a merged document is same as a normal document.

- User gets an extra window where user can select which data source to use, and which records to print.

- The steps involved to print a merge documents are
  - ➢ Open any of the mail merge envelopes, labels, or letters created previously.
  - ➢ Choose **Finish & Merge** > **Print Document** , under the mailing tab.

FIG: Printing of merged document

  - ➢ Then from **Merge To Printer** dialog box. Choose the document page which needs to be printed. User can choose either

    - ❖ All.
    - ❖ Current record.
    - ❖ Particular page intervals.

FIG : Printing of merged document

Character and Paragraph formatting

Character Formatting

☐ The text in user document is very plain. So, user can add some formatting features like **BOLD, ITALIC, UNDERLINE, FONT, FONT COLOUR** etc., to add some interest and emphasis to the text.
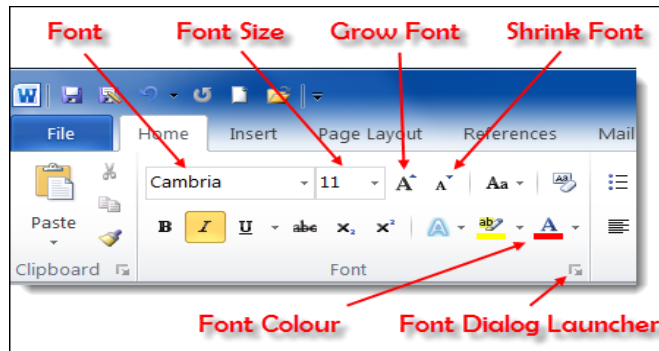
FIG : Font tab

- Use the mouse to drag and select a word in a document.

- Clicking somewhere else in the document removes the selection highlighting.

- The **font style** of the text can be modified as needed. User can select it from several available font styles.

- **Font size** can be kept as needed by choosing the required size.

- **Font colors** can be changed by selecting the text and choosing the appropriate color from the color pane.

- Click the **Bold** button to add bold formatting. Since the text is selected, the text appears darker and slightly larger.

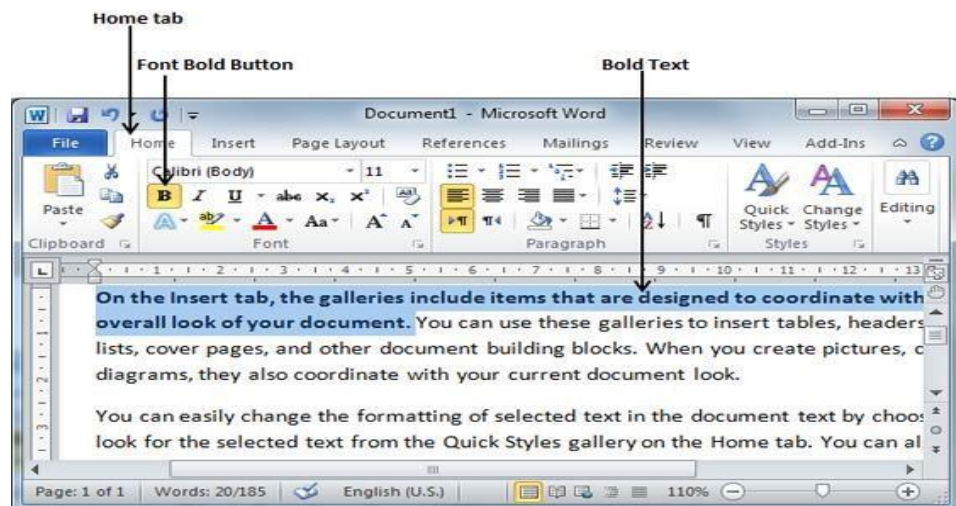- User can use the Bold button to remove the bold formatting as well.

FIG : Bold text

- User can also apply formatting to a large block of text rather than to one word or line at a time.

- Similarly, users can add **italic** and **underline.**

- Italic

  ➢ This formatting slants the characters.

  ➢ Use this sparingly in documents.

  ➢ It is suitable for emphasis, but it slows down the reader.

- Click the **Underline button** to add underline to the text.

- The Bold formatting, the italic and underline formatting can also be applied or removed by clicking again on the corresponding buttons. Formatting can also be combined.

FIG : Text editing options

Paragraph Formatting

 Paragraph formatting is the process of modifying the contents of the paragraph to make it formal, attractive and understandable.
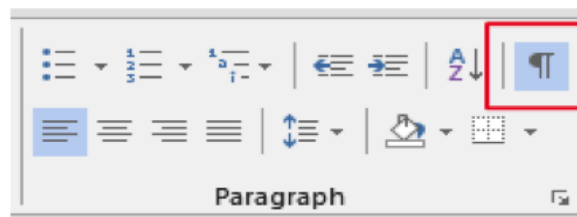

FIG : Paragraph formatting options

- Paragraph formatting types
  ➢ Alignment of Paragraph.

- ➢ Paragraph Indenting.
- ➢ Bullets and Numbering. **Alignment of Paragraph**
- • There are three types of alignment
  - ➢ Align the text left or right
  - ➢ Center the text
  - ➢ Justify the text
- • **Align the text left or right**
  - ➢ Select the text to align.
  - ➢ On the Home tab, in the Paragraph group, click Align Left or Align Right button.
- • **Center the text**
  - ➢ Select the text to center.
  - ➢ On the Home tab, under Paragraph group, click Center button.
- • **Justify the text**
  - ➢ Select the text to justify.
  - ➢ On the Home tab, under Paragraph group, click Justify button.

Paragraph Indenting Method 1

- • Select the line to apply the indent, then press "Increase indent" or "Decrease indent" button in "Paragraph" group.

Method 2

- • Open the Paragraph dialog box on the lower right corner inside "Paragraph" group, click the small arrow. User can open this through the "Paragraph" group in the "Home" tab or the "Page Layout" tab.
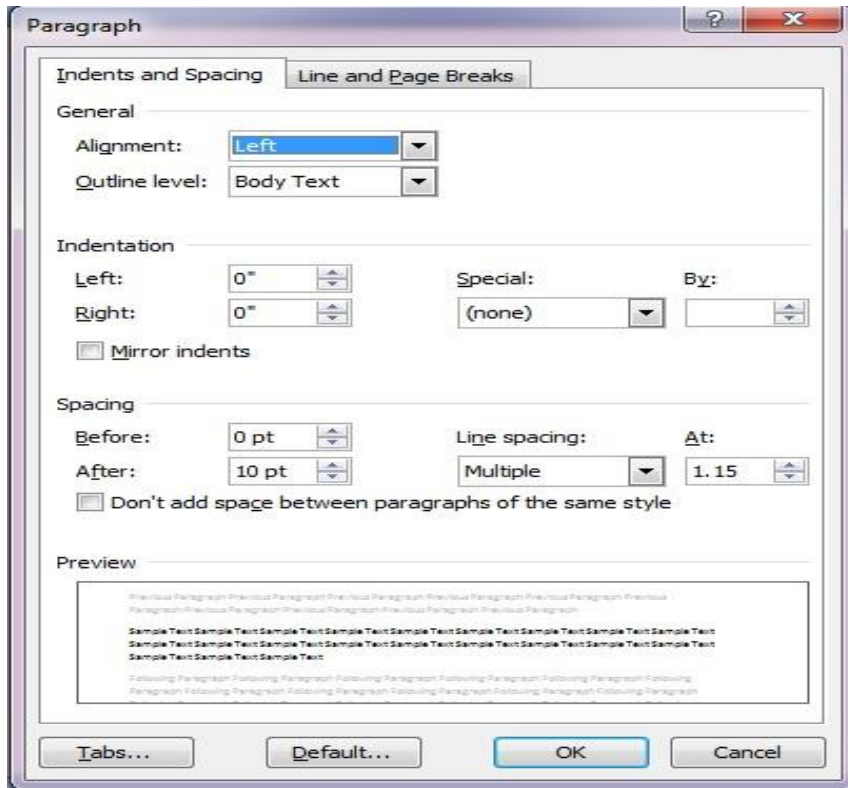
FIG: Paragraph Dialog Box

- Find the **"Indentations"** section. This can be found in the "Indents and Spacing" tab.

- Click the drop down menu under **"Special"**. Select "**First Line**" it automatically indent the first line of each new paragraph.

- **Enter the indent size**

  ➢ Enter the amount that each line needs to be indented.

  ➢ The most commonly used size is 0.5 or 1/2 of an inch.

  ➢ User can see a preview of the changes in the Preview section at the bottom of the dialog box.

- Click **OK** to save user changes and apply them to the document.

- Click the "**Set as default**" button if user wants to set the changes revert automatically take effect only after new documents.

Method 3

- Click on the **"Page Layout"** tab, at the top of the Ribbon in MS-Word 2010.

- In the section of "**Paragraph**" click on the little arrow button in the bottom righthand corner.

- The user will be navigated to the same "**Paragraph**" dialog box which can be viewed in the 2nd method.

- Then make all the changes as user desired and click OK, and continue typing

Page Design and Layout

- While creating the document, the user should first consider about the **page layout** of the document**.**
- The page layout affects how content appears and includes the page's orientation, margins, and size.
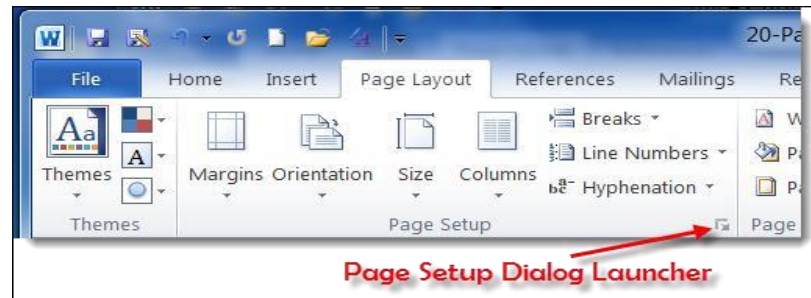

FIG: Page Layout tab

- Page layout is the part of graphic design that deals in the arrangement of visual elements on a page.
- MS word offers the following Page Design and Layout options:
  - ➢ Page Orientation.
  - ➢ Page Margins.
  - ➢ Page Size.

Page Orientation

- Word offers two page orientation options
  - ➢ Landscape
  - ➢ Portrait
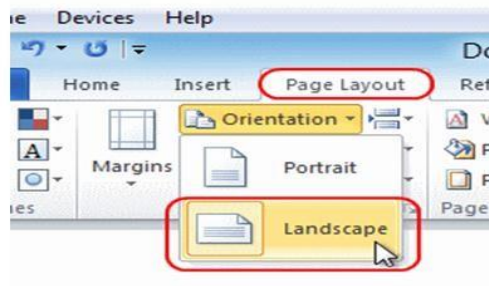- Landscape means the page is oriented **horizontally**, while portrait means the page is oriented **vertically**.

FIG : Page Layouts

Steps to change page orientation

- Select the **Page Layout** tab.

- Click the **Orientation** command in the Page Setup group.

- A drop-down menu will appear. Click either Portrait or Landscape to change the page orientation.

- The page orientation of the document will be changed.

Page Margins

- A **margin** is the **space** between the text and the edge of your document.

- By default, a new document's margins are set to Normal, which means it has a one-inch space between the text and each edge.

- Depending on user needs, Word allows to change the document's margin size.
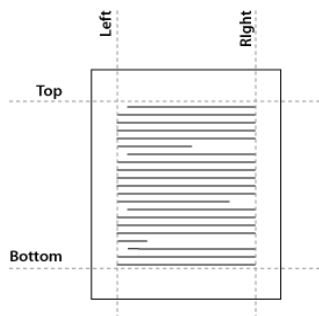
Steps to format Page Margins

□ The word has a variety of predefined margin sizes to choose from.

➢ Select the Page Layout tab, and then click the Margins command.

➢ A drop-down menu will appear. Click the predefined margin size, which is needed.
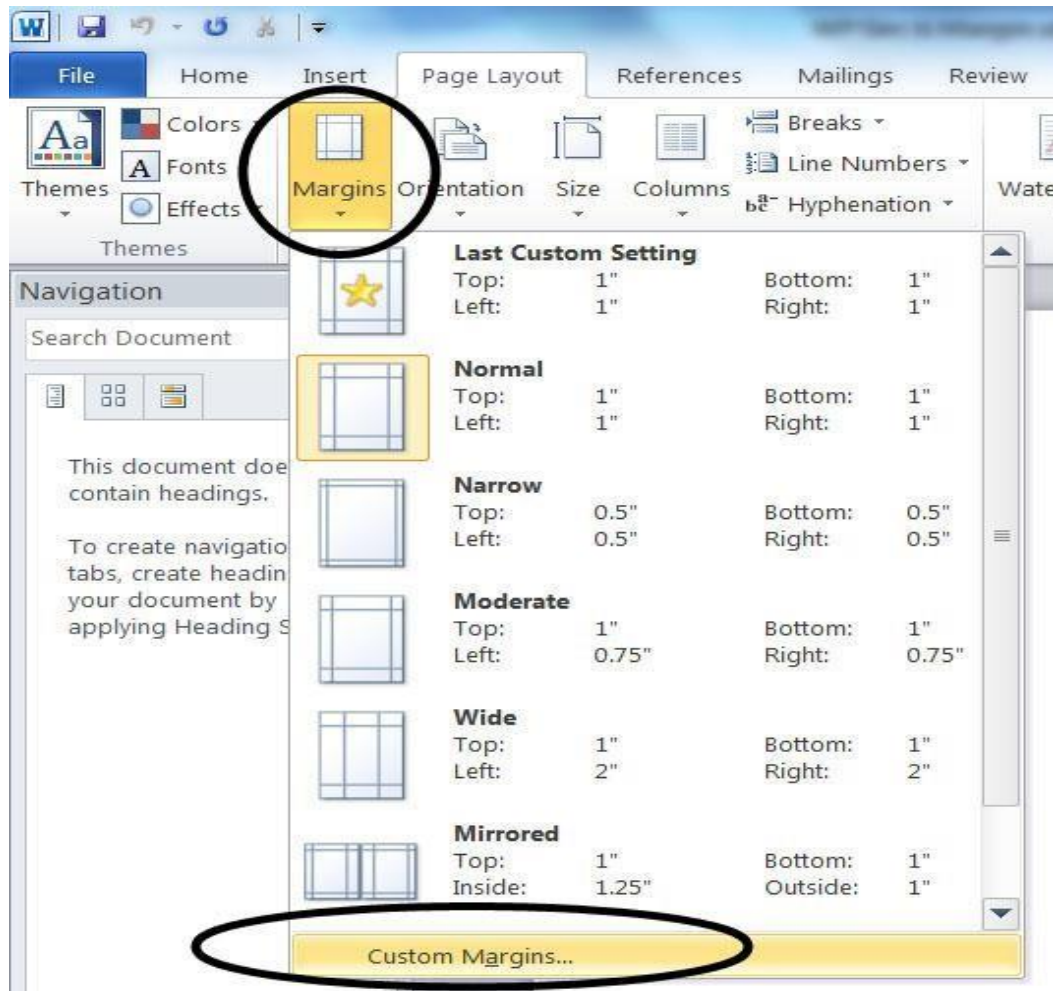
➢ The margins of the document will be changed.

FIG: Page Margins

Steps to use custom margins

 Word also allows user to customize the size of margins in the **Page Setup** dialog box.

➢ From the Page Layout tab, click **Margins**. Select **Custom Margins**, from the drop-down menu.

➢ The **Page Setup** dialog box will appear.

➢ Adjust the values for each margin, and then click **OK**.
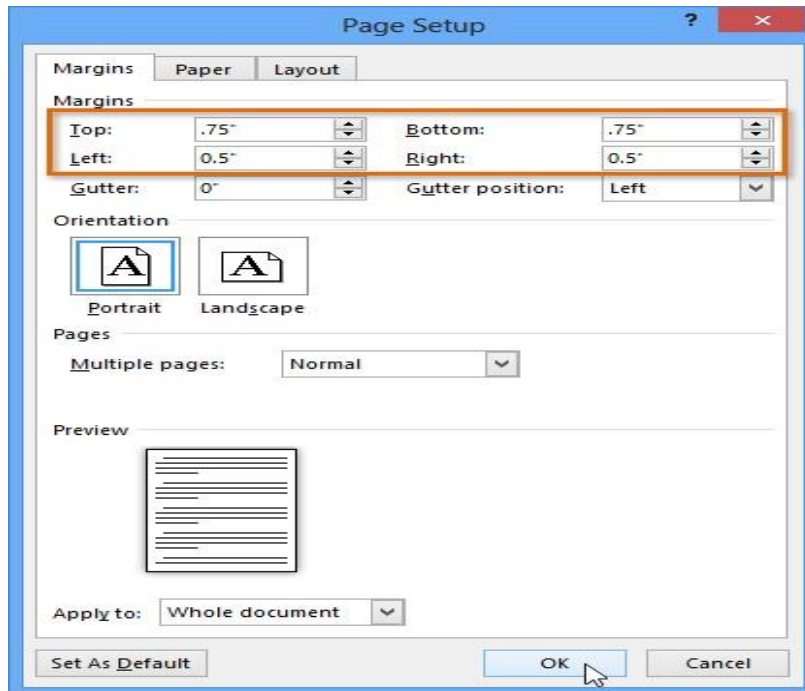
➢ The margins of the document will be changed.

FIG : Custom Margins

Page size

- By default, the **page size** of a new document is 8.5 inches by 11 inches.
- Depending on the project, user may need to adjust the document's page size.
- It's important to note that before modifying the default page size, user should check to see which page size his printer can accommodate.

FIG : Page Sizes

Steps to change the page size

- The word has a variety of predefined page sizes to choose from.

- Select the Page Layout tab, and then click the Size command.

- A drop-down menu will appear. The current page size is highlighted. Click the desired predefined page size.

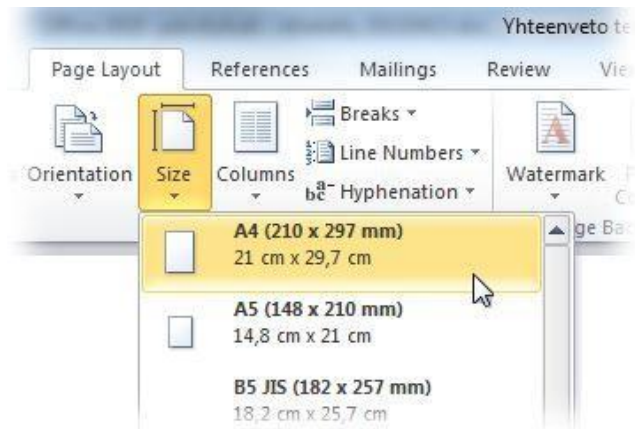- The page size of the document will be changed.

FIG: Page Size options

Steps to use custom page size

- Word also allows the user to customize the page size in the **Page Setup** dialog box.

- From the Page Layout tab, click **Size**. Select **More Paper Sizes**, from the dropdown menu.

- The **Page Setup** dialog box will appear.

- Adjust the values for Width and Height, and then click **OK**

The page size of the document will be changed.

- Alternatively, user can open the Page Setup dialog box by navigating to the Page Layout tab and clicking the small arrow in the bottom-right corner of the Page Setup group.
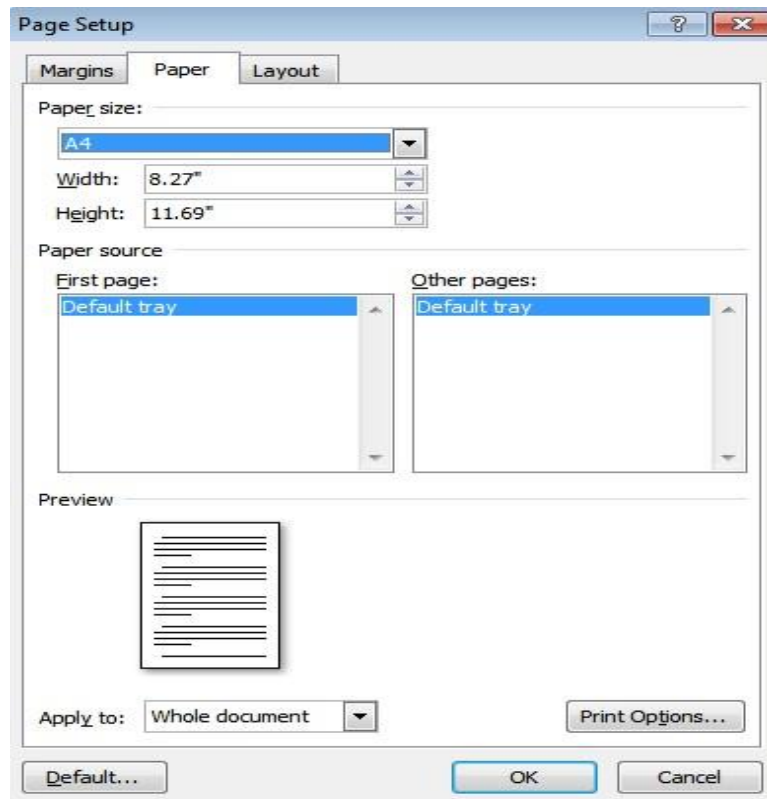
FIG : Custom Page Size