

Practical 3: Create ,Edit and save document

Actual procedure followed: Create simple file(document in MS-word) save the word file by name and edit the document using different word formatting options.

Resources used: Dell computer and MS-Word

Precautions followed: Handle the computer system with care

Result:- We learn how to create , edit and save the word file in MS-word.

Interpretation of results: We learn how to create,edit and save the word file in MS-word.

Conclusion: We are able to create , edit and save the word file in MS-word.

Practical Related questions:

1.Explain the difference between paste and paste special

Ans:- Paste is a feature that lets users cut or copy items from a document and transfers them to another. Paste Special allows the items being transferred to be formatted in several different ways. Paste Special is a feature found in Microsoft Word, Microsoft Excel and Open Office.

2. Explain the difference between save and save as

Ans:- The main difference between Save and Save As is that Save helps to update the lastly preserved file with the latest content while Save As helps to store a new file or to store an existing file to a new location with the same name or a different name.

3. What will happen if we apply the format painter tool to a part of a document?

Ans:- Format paint tool is used for quickly applying the same formatting to the document.

The format include Font style, font size ,color and border style.

Additionally, it also allows to multiply the parts of text and graphics.

This tool let you copying all of these functions as just you do copy and paste.

So, when you apply the format painter tool to any part of a document it can copy all of above mentioned functions to that part

Practical 4:-Use of Bullets ,Numbering ,Page formatting in a word processing

Actual Procedure followed: Apply bullets ,numbering and page formatting features of word to document or file.

Resources used: Dell computer and MS-WORD

Precautions followed:-Handle the computer system with care .Margin shall be set as per page size. Appropriate uses of Header footer as and when require.

Result:- We apply Bullets ,Numbering ,Page formatting in a word processing

Interpretation of result:- Bullets and numbering are used to arrange the list. We can give numbering or bulleting with different style to word file.

Conclusion : We are able to apply how to use Bullets ,Numbering ,Page formatting in a word processing.

Practical Related Questions:

1. Explain the significance of Gutter in page setting

Ans:- The **gutter** margin is a typographical term used to designate an additional margin added to a facing-**pages layout** to compensate for the part of the paper made unusable by the binding process. The **gutter** margin is on the very inside of both **pages**

1. Choose Page Setup from the File menu. Word displays the Page Setup dialog box.
2. Using the Gutter control, indicate how wide you want the gutter margin to be.
3. Click OK.

2. Explain the procedure to create a multilevel list.

Ans:- Select the text you want to format as a **multilevel list**.

- 1.Click the **Multilevel List** command on the Home tab.
- 2.The **Multilevel List** command.
- 3.Click the bullet or **numbering** style you want to use. ...
- 4.Position your cursor at the end of a **list** item, then press the Enter key to add an item to the **list**.

3.Demonstrate the procedure to mark starting page number as 10.

Ans:- On the Insert tab, click **Page Number** 10. Pick a position in your document where you want the **page number** to be, such as Top of **Page** (header), Bottom of **Page** (footer), **Page** Margins (sides), or Current Position. Picking Current Position inserts the **page number** where your cursor is currently resting in the document.