MS Word Teaching Topic – extensive

[Reference.](https://www.youtube.com/watch?v=ME_F9yypzsw&list=PLWPirh4EWFpHyWP7u5HOrr4s2-bycPpO6)

Day -1

# Page Setup (Layout)

* 1. Part 1
* Page Margins and Gutters
* Orientation
* Size
  1. Part 2
* Columns
* Page Break – [ Ctrl + Enter]
* Line Numbers
* Hyphenation

# Page Background (Design)

* 1. Part 1
* Watermark
* Page Color and More Effects
  1. Part 2
* Page Borders and Art
* Page Borders and Shading

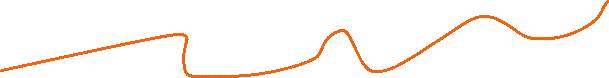
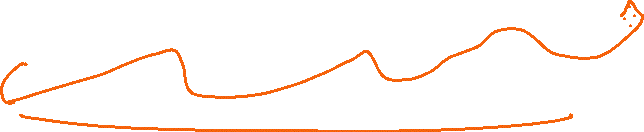
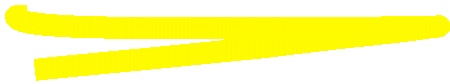
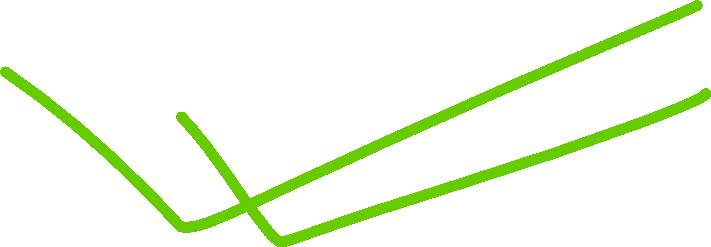
Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.



Day-2 + Recap Day1

# MS Word Basics

* 1. Part 1
* Create new File [Ctrl + N]
* Open a File [Ctrl + O]
* Save a file [Ctrl + S]
* Save As File [Alt + F->A]
* Close a file [Alt + F4]
* Navigate in a file [F6/Alt]
* Word interface- Status Bar, Zoom Bar,

# Formatting Text /Font [Ctrl + Shift +F]

* 1. Part 1
* Font type
* **Bold**
* *Italic*
* Underline
* Font Color
* Font Sizesup Sub
* Text Highlight color
* Change case Aa

Day-3, Recap Day1-2

# Editing Text by keyboard and mouse

* 1. Part 1
* Cut, Ctrl + X
* Copy, Ctrl + C
* Paste. Ctrl + V
* Undo, Ctrl + Z
* Redo, Ctrl + Y
* Find, Ctrl + F
* Replace, Ctrl + H
  1. Part 2
* Select [Shift + </>]
* Select Word by Word [Ctrl + Shift +</>]
* Select entire line [Shift + End]
* Return curser to beginning of the line, [Home key]
* Select line by line [Shift + up/down]

Day-4, Recap Day-1 to 3

# Paragraph

* 1. Part 1 - Paragraph Formatting

1. Align Left – [Ctrl + L]
2. Align Right – [Ctrl + R]
3. Align Center – [Ctrl + E]
4. Justify – [Ctrl + J]
   1. Part 2
5. Line Spacing
6. Indents
7. Sorting, Bullets and numbering
8. Paragraph Shading
9. Borders

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# Symbols: Origin of Computers to calculate large numbers

Insert symbols into word from Insert menu>Symbol

* Babylonian numbers
* Greek number systems
* Roman Number system
* Indian – Hindu-Arabic number system