

Training Module and Course Content

on

Introduction to Computer & MICROSOFT WORD



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CHAPTER-1

INTRODUCTION TO COMPUTER & WINDOWS

1.1 Definition of computer

Computer is an electronic device or machine which accept data through Input device (Keyboard) and process it in processing unit (CPU) and produce desire output or information through output devices (monitor or printer)



1.2 Characteristics of Computer

Accuracy

Though a computer is a machine it produces 100% correct result. It does never a mistake, because it produces desire information according our input data. If we programmed properly it will come up with the most accurate answer. That is why the term GIGO (Garbage In Garbage Out) is associated with accuracy of computer.

Speed

A computer executes the given instructions in billionth or trillionth of a second.

The unit of processing time in computers are measure in like:

1 Mili second -	10^{-3} second
1 Micro second -	10^{-6} second
1 Nano second -	10^{-9} second
1 Pico second -	10^{-12} second

Storage

A computer can store large amounts of information. It can also retrieve any part of the information instantly, i.e. a single PC can store the whole information of a office. Such as in a floppy, you can store 1.44 MB or 500 pages text approximately. In a CD you can store 700MB i.e. 700 times more data than a floppy. In a hard disk you can store 500GB data which store the entire information of a big office.

Multitasking

A computer can carry out various kinds of tasks ranging from preparation of documents to launching of satellites. It is possible through different types of programs or software. A computer can do more than one job at a time without reducing its speed. In a single computer you can control more than 40 users at a time. For ex. In LAN there are 2 to 40 or 50 computers are connected in a single main PC is called Server, which control

Automation

Once the data and instructions are fed into a computer, normally, no human intervention is necessary during processing.

Diligence

A computer never gets bored or easily fatigued. It does not ask for a break after 3 to 4 hours of continuous work. A computer can work 24 hours continuously for years except for periodic breaks necessary for its maintenance.

Application of computer:

- | | |
|---|--|
| 1. Record Keeping
3. In Hospital
5. Animation
7. Data processing Activities
9. Banking
11. Air Traffic Control | 2. Customer Service
4. Education
6. Space & Defence
8. Traffic Light
10. Railway Reservations
12. Scientific Research |
|---|--|

1.3 THE COMPONENTS OF COMPUTER

The main components of a computer are:

- Hardware
- Software
- Firmware
- Personnel or Human ware

1.3.1 Hardware

Hardware is the various physical components that comprise a computer system, as opposed to the non-tangible software elements. Most of these physical components are physically separated from the peripheral to the main circuitry that does the arithmetical and logical processing but they are the most familiar bits of a computer.

The physical components of a computer whether it is mechanical or electrical or electronics, to which you can touch and see.

The Hardware parts are:

- Input Devices
- Output Devices
- Processing Units
- Memory or Storage

1.3.1.1 Input Devices

The Input devices are reading or transmitting the data and store it in the internal memory for processing, so they are called as read only devices. Write the data into secondary storage devices, or write the data onto the output devices. The most commonly used input devices are Keyboard, Mouse, Scanners, Light pen, joystick etc.

KEYBOARD

The keyboard is an important tool that allows a user to communicate with the computer. It is composed of "keys" that send a signal to the computer that the computer recognizes and uses to carry out processes and programs. Keyboards come in various shapes and sizes, but serve generally the same purpose. We'll go over the specific keys in another part of this guide.

The Keyboard resembles a typewriter keyboard, but has additional keys for handling control functions. There are different types of key in a key board. Some key board have 84, 102, 104, 108, 110, and 125 keys. On your keyboard the most widely used keys are alphanumeric keys and other characters on the main pad.

The different keys are:

Alphabets: A to Z.,

Numeric Keys: 0 to 9.,

Special Symbols: (\$- Dollar, &- Ampersand, #- Hash, @- At the rate of, ^- Caret (exponentiation) $25 = 5^2$, ~ - Tile, | - pipe line, \ - Back Slash, / - Front Slash,

Symbol Keys: +, -, *, /, (), [], { }, . etc.

Special Keys:

Enter Key- This is called command key or return key because after pressing enter key the computer process the data. To create a new paragraph you can also press enter key.

Shift key- To change the mode of character from small to capital and vice versa or to write the upper case symbol such as ?, +, { }, [], \$, @, ^ etc., you can hold the shift key then press the particular key.

Caps Lock: To write all alphabets in capital letter first you on the Cap Lock key then you type the alphabets.

Arrow Key: (left, right, up, down): To move the cursor (blinking position on the screen) into four directions you can use different arrow keys.

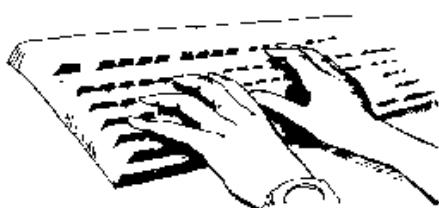
Home & End: Home key take the cursor to the first position of the current line where as the End key take the cursor to the end position of the current line directly.

Page up / page down: To move the cursor one screen full (15 to 20 lines) upwards or downwards you can use the page up/ page down keys.

Back Space & Delete: Both keys are used to delete or erase the character. The Back Space delete the character to back or left side from the cursor position where the delete key delete the character at the cursor position towards the right.

Function Keys: (F1 to F12): There are twelve function keys which function differently according to the different application.

Escape Key (Esc): To cancel any commands you can press the escape key and return to previous position. It also helps to quit from any application.



Num Lock: When num lock is on, the number will function in the numeric pad. But when it is off the other keys such as home, end, page up, page down will function in the numeric pad.

Print Screen: It prints the current screen matter through printer directly or you can copy the current screen matter to the clipboard and paste it in different application.

Mouse

Similar to the keyboard, the mouse is used to communicate with the computer. The mouse is like a remote control to a TV. The Mouse is a small pointing device containing a tracking ball in its base and fits into the palm of a hand. A mouse can be rolled across a flat surface which moves the tracking ball on the mouse pad, thus transmitting pulses according to its motion. The movement of the tracking ball controls the movement of the cursor (pointer) on the screen. The Mouse has facilities like pointing to an object, selecting an object, dragging/moving an object and the like. It has two or three buttons:

- Primary button which is used to select a menu or text.
- Secondary button which is used differently in different applications. Basically it allows choosing different menu commands.



JOYSTICK

Joystick is an input device by which you can play video games. It has a gear/button by which you can control own games.



LIGHT PEN

The Light pen is also a graphic input device by which you can draw graphs directly on the surface of the monitor. The pen consists of a photocell placed in a small tube. The light from the screen causes the photocell to respond when the pen is pointed directly at a lighted area or you can write the pen in a pad.



SCANNER

The scanner is also an input device by which you can scan photo graph and store in the computer's memory. It also used to read the Bar Codes and display the detail information about a company. It also sort out the competitive exams results. The different scanners are:

- OCR- Optical Character Reader
- MICR- Magnetic Ink Character Reader
- OMICR- Optical Magnetic Ink Character Reader
- BCR- Bar Code Reader



1.3.1.2 OUTPUT DEVICES

The output of a computer can be produced the information on the paper using either a Printer or a Plotter or produced softcopy on the monitor.

PRINTER

The printers are the most common output devices; they are used to get result printed on paper (hard copy). There are different types of printer. They are impact printer and non-impact printer.

IMPACT PRINTER

It prints the character by physical striking the print hammer on the surface of the ribbon and form a character on the paper. e.g. Dot Matrix Printer, Daisy Wheel Printer, Drum Printer & Chain Printer.



NON IMPACT PRINTER

It prints all the information with the help of Ink Cartridges or toner. It has no print head. It prints all the information through a Photocopier drum like Xerox Machine.

e.g. Laser printer, Inkjet printer

PLOTTER

It is just like a printer by which you can print technical diagrams, engineering & geographical maps where accuracy is of prime importance. A pen is mounted on an arm which can be moved up and down or left to right. Figures, characters and graphics can be drawn using a plotter.



MONITOR

A VDU is the primary output device of a computer. What we type or the results of our computations we can see on the Monitor or VDU (Visual Display Unit). What you can see on monitor are called Soft Copy. There are two types of monitor : Mono Chrome (Black & White) and color monitor. Monitor are of different sizes, such as 14", 15", 17", 21" etc. It has different buttons & switches to control the brightness, contrast & colour.



Monochrome monitors has one background and another foreground color. A color monitor can display 16 colours to 512 or higher number of colours depending on the quality of the monitor. The quality of text and graphics of a display can vary depending on its resolution factor. Resolution refers to the maximum number of dots (pixels or Picture Element) that can be accommodated in both horizontal and vertical directions in the display. The currently available SVGA (Super Video Graphics Adaptor) monitors have better resolution compared to earlier CGA (Color Graphics Adaptor) monitors, EGA (Enhance Graphics Adaptor) monitors, HGA(Hercules Graphic Adaptor) monitor.

1.3.1.3 CENTRAL PROCESSING UNIT

The Central Processing Unit is also called Processor. This is the brain or heart of the computer equipment. The CPU carries out the calculations for the program and controls the other components of the system. It does the function by organising circuits into two main units, called Arithmetic logic unit and control unit. It is the brain of the computer. It also called Micro Processor or Processor Chip). It processes information by fetching an instruction stored in the memory (RAM), executing the instruction and proceeding to the next instruction. The different processor name are 80186, 80286, 80386, 80486, 80586 (Pentium -I), Pentium -II, Celeron, Pentium -III, Pentium -IV, core I3, core I5, or core I7 etc.

It contains three parts

- ALU
- CU
- Memory

ALU

The ALU contains circuits that do arithmetic and perform logical operations. The control unit contains circuits that analyse and execute instructions. The ALU contains arithmetic circuits that can subtract multiply and divide two numbers. More complex operations such as finding the square root of a number are done by sequence of their basic operations. The ALU has logic circuits that can compare two numbers to determine if they are equal or if one number is greater than storage locations called storage registers for storing numbers used in calculations and for storing the results of calculations. To perform a calculation or logical operation, number is transferred from primary storage to storage registers in the ALU. These numbers are sent to the appropriate arithmetic or logic circuit. The results are sent back to the storage registers. The results are transferred from the storage registers to primary storage.

CU (Control Unit)

The control Unit controls the whole computer system by performing the following functions:

- directs and coordinates all operations called for by the program
- activates the appropriate circuits necessary for inputs and output devices.
- Causes the entire computer system to operate in an automatic manner.

The control unit contains a temporary storage location called an instruction register for storing the instruction being executed. It also contains circuits called the instruction decoder – which analyse the instruction register and cause it to be executed.

Memory



It is nothing but a storage location inside the computer. It stores data either permanently or temporarily up to switch up the computer. The memory can be broadly classified into two types : Primary Memory & Secondary Memory

PRIMARY MEMORY

It is also called the main memory or internal memory or Immediate Access Storage (IAS) of a computer system. It also again sub divided into two types i.e. RAM & ROM

RAM (RANDOM ACCESS MEMORY)

- Input area – where the data is stored when it is read into CPU, awaiting processing.
- Operating system - controls the operation of the computer.
- Working storage - where calculations are performed and data is stored temporarily.
- Output area where the information is stored prior to output. Both the input and output areas are buffer.
- Application program area - where the user program is held.



ROM (READ ONLY MEMORY)

Many computers have another type of primary storage called ROM – Read Only Memory. ROM is non-volatile storage. This means that when the power to the computer is turned off, the content of the ROM is not lost. ROM can store preset programs that are always put by computer manufactures. When you turn on a PC, you will usually see a reference on BIOS (Basic Input output System). This is part of the ROM chip containing all the programs needed to control the keyboard, monitor, disk drive and so on.

SECONDARY STORAGE

Secondary Storage is an optional attachment, which is cable -connected to the CPU. Secondary is non volatile. Any data or programs stored in secondary storage stays there, even with the computer power turned off, unless someone purposely erases them. Secondary storage is a permanent form of storage.

It is also called the External Memory or Secondary memory or Auxiliary memory in which you can store data permanently for future use. Once you store data in that memory, it hold the data up to next deletion. The most widely used secondary storage devices are Floppy disks Winchester (Hard) disks and CD-ROM.

HARD DISKS



Each computer must have a hard disk i.e. primary Disk. Because it contains the entire information of a computer. All the programme, files or folders are stored in the hardisk. Most PC's have an internal fixed hard disk, but external disks may be used too. External disks sit alongside the computer in an extra 'box' with its own power supplies and plug socket. An average PC may have 10 to 500 GB.

FLOPPY DISKS

- Modern PCs will also have one or two floppy disk drives. The floppy disk provides a cost effective means of on-line storage for small business computer systems.
- Floppy disk are used in the smallest microcomputer system as well as with minicomputers and are particularly useful in providing a means of decentralized processing.
- A 'floppy' disk can be 3.5" in diameter or 5.25". A 3.5" disk can hold up to 1.44Mb of data.



CD -ROM /DVD (OPTICAL DISK).

It is called laser or optical disk. The capacity of optical disk is very compared with other media and they are more difficult to damage. The latest PCs are now automatically with a CD-ROM drive and some software packages are now only available on CD-ROM. CD-ROM stands for Compact Disc Read-Only Memory. This means that data is implanted onto the disc when it is made, and subsequent users can only retrieve information, they cannot alter or overwrite or delete what is already on the disk. A CD-R can hold up to 700Mb. And DVD upto 4.7GB to 8.5 GB Once made, CD-ROMs are not reusable in the way that floppy disk are. However, a reusable disk (CD-RW) has recently become available.



Pen drive

A USB flash drive, also known under a variety of other names flash memory with an integrated USB interface. USB flash drives are typically removable and rewritable, and physically much smaller than an optical disc. USB flash drives are often used for the same purposes for which floppy disks or CDs were once used, i.e., for storage, data back-up and transfer of computer files. They are smaller, faster, have thousands of times more capacity, and are more durable and reliable because they have no moving parts. The capacity of a pen drive is from 1GB to 32GB.



Blu-ray Disc

Blu-ray or Blu-ray Disc (BD, BRD) is a digital optical disc data storage format like CD or DVD. It was designed to supersede the DVD format, in that it is capable of storing high-definition video resolution (1080p). The plastic disc is 120 mm in diameter and 1.2 mm thick, the same size as DVDs and CDs but more capacity upto 300GB storage capacity..

1.1 TYPES OF COMPUTERS

According to the shape, size, and working capacity of computer there are mainly 6 types of computer.

- Desktop computers
- Workstations
- Notebook (or laptop) computers
- Tablet computers
- Handheld computers
- Smart phones

There are four main types of multi-user computers:

- Network servers
- Mainframe computers
- Minicomputers
- Supercomputers

DESKTOP COMPUTERS

The most common type of personal computer is the desktop computer—a PC that is designed to sit on (or more typically under) a desk or table. Today's desktop computers are powerful and versatile, and they are used for an amazing array of tasks. Not only do these machines enable people to do their jobs with greater ease and efficiency and also we can listen music, edit photographs and videos, play sophisticated games, and much more. Used by very one from preschool to nuclear physicists, desktop computers are indispensable for earning, work, and play.



WORKSTATIONS

A workstation is a specialized, single-user computer that typically has more power and features than a standard desktop PC. These machines are popular among scientists, engineers, and animators who need a system with greater-than-average speed and the power to perform sophisticated tasks. Workstations often have large, high-resolution monitors and accelerated graphics-handling capabilities, making them suitable for advanced architectural or engineering design, modeling, animation, and video editing.



NOTEBOOK COMPUTERS

Notebook computers, as their name implies, approximate the shape of a writing notebook and easily fit inside a briefcase. Because people frequently set these devices on their lap, they are also called laptops. Notebooks have a "clam-shell" design; during



use, the notebook's lid is raised to reveal a thin monitor and a keyboard. When not in use, the device folds up for easy storage. Notebooks are fully functional microcomputers the people who use them need the power of a Notebook computers help people get their work done no matter where they are. The screen, keyboard, and system unit of a desktop computer is a familiar sight practically everywhere. full-size desktop computer wherever they go. Along with the monitor and keyboard, notebooks also typically contain a mouse, DVD player, and wireless networking capability. Notebook computers come in a variety of sizes, with different sets of features and hardware to accommodate a wide range of user preferences. Notebook computers can operate on either an AC adapter or special batteries. They generally weigh less than eight pounds, and some even weigh less than three pounds. Some notebook are small, compact computers with reduced processing power and often without extra devices such as DVD drives. They are designed both for notebook shoppers with a very low budget and for users who only need a computer for casual use. Because of their portability, notebook PCs fall into a category of devices called mobile computers.

TABLET PCS

The tablet PC is the newest development in portable, full-featured computers. Tablet PCs offer all the functionality of a notebook PC, but they are lighter and can accept input directly from a special pen—called a stylus or a digital pen—or even the user's fingers. Some of the newer models can display an image of a keyboard on the screen and allow the user to type. Many tablet PCs also have a built-in microphone and special software that accepts input from the user's voice. A few models even have a fold-out keyboard, so they can be transformed into a standard notebook PC. Tablet PCs run specialized versions of standard programs and can be connected to a network. The popularity of tablet PCs has exploded in recent years both for business and personal use. The combination of portable size and friendly interface makes them ideal in a wide range of circumstances for note-taking, document sharing, and online communication.

HANDHELD PCS

Handheld personal computers (or just handheld PCs) are computing devices small enough to fit in your hand. Though they can be indispensable tools for many types of A tablet PC. users, their small size and limited processing power puts them in a different category from notebook and tablet computers. Handheld PCs are typically used for applications that help connect mobile users to online resources; provide portable entertainment in the form of games, music and video; and assist with mobile computing tasks such as taking notes and managing address books or task lists.



Many users rely heavily on their handheld PC to stay current all day long with the latest news from the world and their friends. As handheld PCs became widely popular in the 1990s and early 2000s, they were commonly known as personal digital assistants (PDAs). Early PDAs had a limited set of software programs that they could run, many of which were targeted toward note-taking, small spreadsheets, and appointment management. Input to the PDA was commonly accomplished via tapping and drawing on a touch sensitive screen with a stylus. Now, handheld PCs often have intuitive and shortcut-rich user interfaces with colorful displays, and touch screens that can accept various kinds of fingertip taps and swipes for input.

SMART PHONE

The term smart phone was coined as manufacturers of cellular telephones began including PDA features and programs in their telephones. The combination of PDA and cell phone produced a convenient multi-function device that proved Smart phones provide communication, computing power, and more.



NETWORK SERVER

A network server is a powerful personal computer with special software and equipment that enable it to function as the primary computer in the network. Though their exact functions are different from organization to organization, network servers all have the basic task of making documents, programs, and in some cases other computer hardware available to others. For example, a network server might run the e-mail services for a company. Rather than having each employee run his or her own mail program, employees simply access the central e-mail program running on the server to retrieve their messages. Network servers are also responsible for sending Web pages to users who are browsing the Internet; a single server can send its Web pages to thousands of people visiting the site that it hosts.

MAINFRAME COMPUTERS

Mainframe computers are large, powerful systems used in organizations such as insurance companies and banks, where many people frequently need to use the same data. In a traditional mainframe environment, each user accesses the mainframe's resources through a device called a terminal. There are two kinds of terminals. A dumb terminal does not process or store data; it is simply an input/output (I/O) device that functions as a window into a computer located somewhere else. An intelligent terminal can perform some processing operations, but it usually does not have any storage. In some mainframe environments, however, workers can use a standard personal computer to access the mainframe.



MINICOMPUTERS

First released in the 1960s, minicomputers got their name because of their small size relative to other computers of the day. The capabilities of a minicomputer are somewhere between those of mainframes and personal computers. For this reason, minicomputers are often called midrange computers. Like mainframes, minicomputers can handle much more input and output than personal computers. Although some "minis" are designed for a single user, the most powerful minicomputers can serve the input and output needs of hundreds of users at a time. Users can access a central minicomputer through a terminal or a standard PC.

SUPERCOMPUTERS

Supercomputers are the most powerful computers and physically they are some of the largest. These systems can process huge amounts of data, and the fastest supercomputers can perform nearly two quadrillion calculations per second. Supercomputers like Cray's XT5 Jaguar are massive machines, integrating hundreds of thousands of smaller processors together. Some supercomputers link together hundreds of thousands of processors. Supercomputers are ideal for handling large and highly complex problems that require extreme calculating power. For example, supercomputers are actively used in the mapping of the human genome, forecasting weather, and modelling complex processes like nuclear fission.



1.3.2 SOFTWARE

Software is the computerised instructions that operate the computer, execute particular functions or tasks, and manipulate the data. For software (the instructions) to perform various functions, it must be programmed. That is, the instructions need to be written in a programming language that the computer can understand. Without a program, a computer is useless. In addition to the physical devices, the computer also requires a set of instructions that specify how the input is to be processed called the software.

Programme

A set of related data written in a sequential manner to do a particular task is called a programme.

Classification of Software

There are two kinds of software, systems software and applications software.

SYSTEM SOFTWARE

It controls the operations of the hardware and helps in running the computer system efficiently and conveniently. Without the presence of System software we can't run any application software. For example - Operating Systems, Compilers, Assemblers etc. are classified as System Software.

Systems software includes the operating system and all the utilities that enable the computer to function. The most important program that runs on a computer is the operating system. Every general-purpose computer must have an operating system in order to run other programs. This includes controlling functions such as the coordination of the hardware and applications software, allocating storage facilities, controlling the input and output devices and managing time sharing for linked or networked computers. In many respects an operating system works like an air traffic controller to coordinate activities within the computer. Examples of operating systems are Windows, DOS and OS/2. The Windows family of operating systems includes a Graphical User Interface (GUI) that makes the software user friendly. i.e. Operating system

APPLICATIONS SOFTWARE

Application Software includes programs that users access to carry out work. They include applications for the following functions.

- Word processing is the most common applications software. The great advantage of word processing over using a typewriter is that you can make changes without retyping the entire document. Word processors make it easy to manipulate and format documents. For ex. Ms Word, Page Maker, Wordpad Etc.
- Spreadsheets are computer programs that let people electronically create and manipulate spreadsheets (tables of values arranged in rows and columns with predefined relationships to each other). Spreadsheets are used for mathematical calculations such as accounts, budgets, statistics and so on. For ex. Ms excel, VP planner etc.
- Database management applications are computer programs that let people create and manipulate data in a database. A database is a collection of related information that can be manipulated and used to sort information, conduct statistical analyses or generate reports. For ex. Dbase, foxpro, access, oracle or SQL server etc.
- Presentation packages and graphics are computer programs that enable users to create highly stylised images for slide presentations and reports. They can also be used to produce various types of charts and graphs. Many software applications include graphics components including: paint programs, desktop publishing applications and so on. For ex Power Point etc.

1.5 WINDOWS 7

The operating system on the computer is the program that starts when



you turn on the computer. It performs the basic tasks required to use the computer, including interacting with the computer hardware, scheduling tasks, and maintaining files. The operating system also manages the other programs on the computer. If you are using a PC, you will probably have one of the following operating systems: Windows 98, Windows Me, Windows NT, Windows XP, Vista, Windows 7, windows 8 and windows 10 etc. Computers using a Microsoft Windows operating system have the following features: Among all windows base operating system the Windows 7 Enterprise and Windows 7 Ultimate are the most versatile and powerful editions and are designed to address the needs of both enterprise customers and consumers who want every feature of Windows 7.

Windows 7 Ultimate is intended for large, global organizations and includes all the features in the Professional version. To increase compatibility, it can work with Windows XP to run any program Microsoft has to offer without the use of multiple operating systems. Like Vista Enterprise, Windows 7 comes with multiple language interfaces for access to any of the 35 languages; this allows users to switch between languages without additional add-ons.

Multimedia

Home Group is a new multimedia feature in Windows 7. With this simple tool, you will be able to connect with anyone on your network, share images, movies, music and any other media you desire. With new formats for playing movies and music such as H.264 video and AAC audio files, Windows Media Player 12 is now ready for most anything you can throw at it. With the new Jump List you can access your favourite multimedia files without even opening the program. Another fun Home Group add-on is the ability to have a TV tuner card installed in your system. Never miss your favourite shows again.

Security

Microsoft addressed the over extensive use of UAC (User Account Control) everyone ran into when trying to do pretty much anything on Vista. Everyone remembers the annoying pop up window every time you wanted to download something, install a new program or any other task. Microsoft had the correct idea for keeping your system safe and secure; they came about it in the wrong way. With Windows 7, you can manage how often these annoying popup windows appear or if they appear at all with the configuration slide bar that allows you to choose from among four levels of UAC protection. You will also be able to manage user accounts with much greater detail for children and others that may use the same computer.

Networking

Windows 7 has made networking easy for everyone, not just the computer savvy users out there. Locating and accessing networks is no longer a huge process. With Windows 7's new ability to locate networks you will find them quick and be able to

connect with no problems; however, if you do encounter a problem, follow the step-by-step wizard for locating and establishing a network.

Libraries are another new feature that allows the user to add the word Personal before each folder to distinguish between public and personal documents. You can then take these personal and public documents and add them into a single directory for a much cleaner looking and more manageable network.

Home Group is another feature that makes networking simple and fun. You can install and use printers with a few clicks and share any media file through a home network. We didn't like that everyone using Home Group has to be running Windows 7 or they can't access your information.

If you work for a company that allows you to work from home by remote access, you shouldn't have any problems accessing Windows 7. You can remote in no matter what OS you are running; we tested the remote access running a XP and Vista version of Windows with no problem. You will not be able to use some of the ease of use features such as the Aero Shake and other Windows 7 only features. However, the overall performance when you remote in is very smooth, most programs have no problem running and there is very little delay.

Ease of Use

Windows 7 was made to be a user-friendly, easy to use operating system that anyone can figure out and use without any previous computer skills. One of the standout features that makes Windows 7 so easy to use would be the Snapping tool, a tool that allows you to drag any window to one side of the screen or the other to make it half the size of the screen. Those of you who like to do comparisons, write articles or do anything that requires multiple programs to be open at once, the snapping tool will be a life saver. Another feature that makes Windows 7 so user-friendly is the ability to pin any program to your start menu or to the taskbar, this allows for quick access to your most used programs. Along with the ability to pin your favorite programs, we loved the Jump List feature, this feature allows you to right click any program on your taskbar and Jump Lists will take you right to the documents, pictures, songs, or websites you have used most recently or ones you use most often.

One thing that Microsoft brought back from Vista that simplifies the search process is the Windows Search feature. Find any file on your system, from music to a paper you finished writing for school, searching for it the same way you would search for anything on the web and Windows 7 will do the rest.

Technical Help/Support

Everyone has looked over Windows 7 with a fine tooth comb. No one wants to get the latest and greatest OS and find out it is a disappointment. From the first day of beta testing until its final release date questions and concerns have been pouring into Microsoft's office. There is a response to any question you may have and if there isn't, well there are plenty of ways to get a hold of someone and find the answers you seek.

Along with phone numbers, email, online help, internal help and wizards you should have no problem getting the answers you seek.

Direct Access for Mobile Workers

It Allows IT administrators to update Group Policy settings and distribute software updates any time the mobile device has Internet connectivity, whether or not the user is logged on. DA supports multi-factor authentication and encryption.

XP mode - Allows older applications designed for Windows XP to use a virtualized version of the XP operating system. To the end user, the applications seem to be running right on the Windows 7 desktop.

Virtual hard disk support - Allows you to mount a virtual hard disk (VHD) and interact with it as if it were a physical drive.

Enterprise Search - Extends search to remote document repositories, SharePoint sites and Web applications.

AppLocker - Allows IT administrators to use Group Policy to specify rules about what software applications can be run on a particular user's desktop.

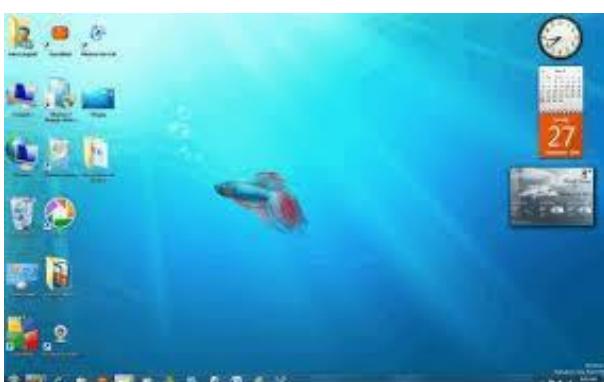
Enhanced VDI - Allows administrators to use the same master image for both remote clients using virtual desktop infrastructure and traditional desktop computers.

According to Microsoft, Windows 7 requires 1 GHz processor (32- or 64-bit), 1 GB of RAM (32-bit) / 2 GB of RAM (64-bit), 16 GB of available disk space (32-bit) / 20 GB of available disk space (64-bit) and a DirectX 9 graphics device with WDDM 1.0 or higher driver

The desktop: When you first log on to the computer, you see the desktop. The desktop is the display area you see when Windows opens. The major parts of the Windows desktop include the following:

Start button: The Start button is in the lower left-hand corner of your screen. In Window 7, the round Microsoft globe is the Start button. (In earlier version, the button was labeled "Start") This button opens the Start menu, which is what you can use to open programs and documents.

Taskbar: The long horizontal bar at the bottom of the desktop is the taskbar. The taskbar contains three elements; the Start menu button; buttons for open windows, which does not show and the time of day indicator at the right end of the taskbar. and also



shows a power indicator, which you see only if you are running Windows on a laptop with power management features.

System Tray: The right-hand part of the taskbar that holds the clock, volume control, and icons for other utilities that run in the background of your system.

Shortcut icons: These are links to programs, file or folders that you can place on your desktop.

Recycle Bin: This is where you can drag and drop any files you want to delete.

Mouse pointer: The indicator on the screen that you use to select and move objects. It moves as you move the mouse and it changes appearance depending on what program you are using and what tool you have selected.

Windows: Using the Microsoft Windows operating system, you can have more than one program or folder open for viewing at the same time. Each program or folder is in its own window, a rectangular area on the screen. Having multiple windows open is similar to having multiple books open on the top of a desk.

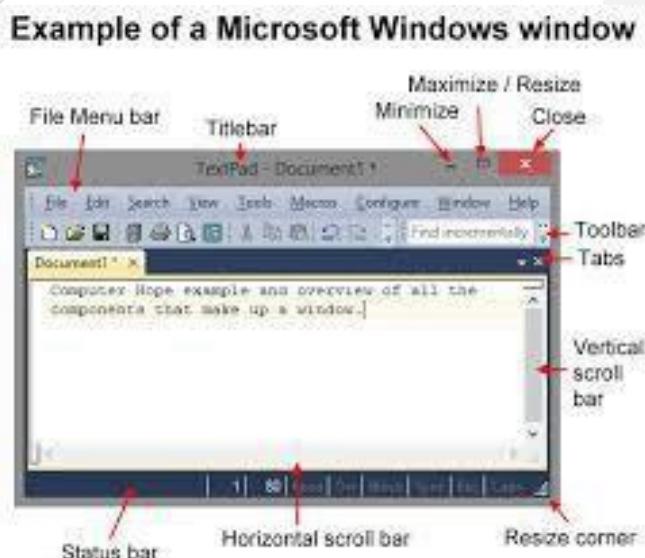
Each window contains different information. For instance, you can have a window open that displays a letter you are writing and a window that displays a map of the world. When you are using multiple windows, the one you are working in is called the active window. The active window is located on top of the other windows and is in the foreground.

Common Windows elements:

Most windows have common features, so once you become familiar with one program, you can use that knowledge in another program.

Toolbars: The bar below the menu bar containing buttons that provide access to the most commonly used tools in a program. Each button has a picture on it, also called an "icon", which represents the button's action.

Ribbons: If you are using a Microsoft Office 2010 product, you do not have menus or toolbars. Instead you have the "Ribbon". Ribbons are accessed by clicking on any of the tabs towards the top of the window. Depending on what tab you click, you can access different Ribbons. Each ribbon contains a different group of icons which performs various tasks. For example, on the Home Ribbon, you can find icons that



will change which font you are using or what size font you are using.

Minimize button: The left button in the upper-right corner of a window used to minimize a program window. A minimized program remains open but it is visible only as a button on the taskbar.

Resize button: The middle button in the upper-right corner of a window used to resize a program window. If a program window is full-screen size, that is, it fills the entire screen, the Restore Down button is displayed. You can use the Restore Down button to reduce the size of a program window. If a program window is less than full-screen size, the Maximize button is displayed. You can use the Maximize button to enlarge a program window to full-screen size.

Close button: The right button in the upper-right corner of a window used to close a program or document window.

Scroll bars: A vertical bar on the side of a window and a horizontal bar at the bottom of the window used to move around in a document. You can use the scroll arrows to see other parts of the screen by “scrolling” up and down or left and right. If the entire document is displayed in the window, there will not be a scroll bar.

Toggling Between Programs

It can be helpful to have two or more programs open at the same time. For instance, you could be researching a topic using the Internet and want to take notes in Word at the same time. After you have launched the two programs, it's easy to switch between one program and the other. To switch to another program (and send all other open programs to the background), you can do one of the following:

Click the applications button on the bottom of the screen in the taskbar.

Click any visible part of the applications window - including its title bar.

Hold down the Alt key and then press the Tab key repeatedly until the application window you want is selected. This cycles through all open windows. When you're at the window you want, release the Alt key.

Icon

An Icon is a Graphical picture or symbol. Windows uses small video icons that represent objects-documents ,applications, folders, devices, and other computers. An icon has a text label that further describes the object. The four small pictures with labels in the upper-left corner.

Selecting

Selecting an object is pointing to it without taking any further action .You select an object in one of several ways. First, if the object is not a menu selection, you click the object to select it ,which means that you move the mouse cursor onto the icon and then press the left mouse button once .If the currently selected object is an a group Icon, you can change the selected object with the arrow keys. you can change groups with the Tab and shift + Tab keys and then use the arrow keys to selected an object is ready to be choose.

Choosing

Choosing an object is activating the command associated with the object. which means that you move the mouse cursor onto the icon and then press the left mouse rapidly two times . If the object is a menu selection or command button ,however, you choose the object with a single click . You can also choose the object by selecting it first and then pressing the Enter key.

Drag and Drop

To drag and drop an object onto another object ,move the mouse cursor onto the icon of the object to be dragged .Press down the left mouse button and hold it down while you move the mouse cursor to the destination object's icon . Release the mouse button from that position to complete the drop.

The Right Mouse Button

If you move the mouse to almost anywhere or anything on the desktop or in a window and click the right mouse button ,Windows displays a menu with common commands for the object . Many Windows applications use this same convention. Try it now . Move the mouse cursor to the clear area on the desktop and press the right mouse button . To close the menu ,click the left mouse button anywhere else on the desktop or press the keyboard's Esc key.

FRAME

The frame surround the window. When you point the mouse to one of the frame edges or corners, the mouse cursor changes to an arrow cursor with points at both ends, indicating that the window can be resized. Dragging that cursor changes the size of the window.



Control Menu

Each window has a control menu which contains commands for manipulating the window. You open a window's control menu by clicking the icon in the upper-left corner of the window, by right-clicking the title bar or by pressing Alt+Spacebar for program windows and Alt+Hyphen for document windows.

Menu Bar

Most application windows have a menu bar, which contains the titles of pulldown menus. These titles vary from application to application , but standards exist. For example, most applications have file, edit, and Help menus. Chapter 6 discusses the use of menu.

Work Space

The work space is that portion of a window that is inside the frame and under the title bar and menu bar. This space is also called the client area. The window displays the documents in the work space.

Minimize and Maximize Buttons

A window can be in one of three configuration with respect to its size and placement. It can be restored , which means that it occupies a section of the desktop or its parent windows work space. The window can be maximized, which means that it fills the desktop or parent window's work space completely. The window can be minimized, which means that it is represented by a short title bar at the bottom of the parent window's work space or as a button on the Taskbar. You can change the window's configuration by clicking the Minimize and Maximize buttons in the upper-right corner of the window.

Restore Button

When a window is Maximized, its Maximize button is replaced by a Restore button. When is Minimized button is replaced by a Restore button.

Close Button

Clicking the Close button closes the window. This button is an alternative to using the Close command on the control menu. The X icon is used to close the windows. Everything about the close button makes you want to use it to maximize a window until you get accustomed to the new usage. It is particularly confusing to people who routinely switch between windows is released, but Microsoft remains steadfast in its position that the close button is OK the way it is implemented.

Help Button

Some windows have a Help button in the button group in the window's upper right corner. A help button has a question mark icon. When you click the Help button, the mouse button changes to a point with a question mark. Then when you click an item in the window, the system display helpful information about that item.

Scroll Bars

Often, the display of data in the windows work space extends beyond the area covered by the window . A word processing document is usually much longer than the space displayed by the window. To View the hidden data, you must be able to bars allow you to do this using the mouse.

Shutting Down Windows and Your Computer

The best way to turn off your computer is to tell the computer to shut down. Do not turn off your computer by pressing the button on the computer case. You could lose data and settings that are temporarily stored in your systems memory To shut down Windows and turn off your computer, follow these steps:

- Save and close any files you have open.
- Click the Start button (Microsoft globe) in the lower left-hand corner of your screen to display the Start menu.

- Click the Shut Down button.

Icon on the Desktop

The upper-left corner of the window contains four icons. These icons provide access to your files and documents, other computers on the network, the Recycle bin into which you remove items from the desktop, and a briefcase icon to synchronize the files on your desktop with those on a laptop computer.

My Computer

The My Computer icon on the desktop opens a view into the resources of the local computer. When you choose (double-click) the icon. The contents of the My Computer window depend on the disk drives on your PC and the network support that is installed. There are icons to open the Control Panel, access the printer, and connect to other computers through dial up connections. To examine the contents of a drive, double-click its icon in the My Computer window. This technique is one of several ways that you can view the contents of a drive in Windows XP or 7.

The contents of the disk drive are represented by object icons. Folder icons are sub-directories in the file system. Other icons represent documents, data files, applications, and so on. You can open a folder by double-clicking its icon. If you choose an application, it executes immediately. If you choose an object that is not a folder, a recognized document, or an application, Windows asks you which application should be used to process the object.

Recycle Bin

The third icon on the desktop is the Recycle Bin object. This object receives all deleted objects. You can delete folders, files, documents, applications, and so on. Instead of deleting those objects from the file system, Windows puts them the Recycle Bin.

You delete an object either by selecting it and pressing the Del. key on the keyboard or by dragging and dropping the object into the Recycle Bin. These objects continue to exist in the Recycle Bin. You can get a deleted object back by dragging it out of the Recycle Bin and dropping it onto the desktop or into a folder.

Closing Windows

If you have been following along with your PC, you still have several windows displayed on the desktop. To close them and make them disappear, click the small box with the X in the upper-right corner of the window. To close the windows from the keyboard, press Alt+F4 for each window that you want to close.

Add Folders in the Desktop :



Folders on the desktop can contain other folders, documents, applications, and shortcuts to devices such as printers. To add a folder to the desktop, move the mouse cursor to an empty spot on the desktop and press the right mouse button. Click the New command. Then Click the Folder command, after that A folder icon labeled New Folder appears on the desktop. Its label is selected. Type the label you want for the folder and press Enter. Drag the folder to a convenient place on the desktop.

Documents

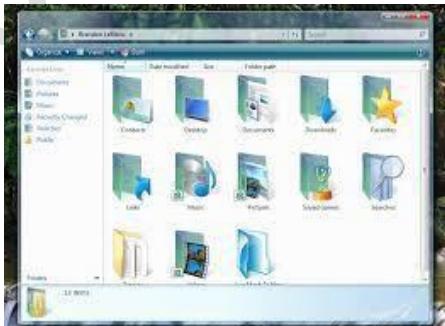
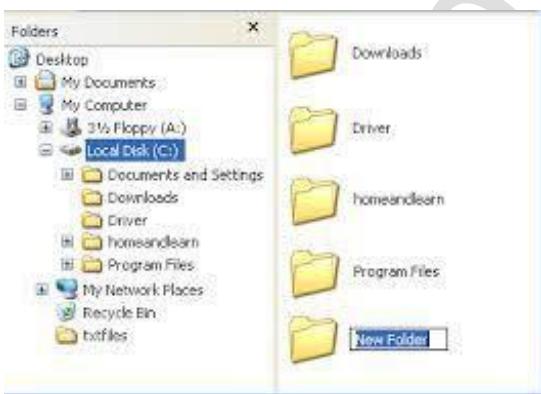
Documents are the data files that you work with. Word processing documents, spreadsheets, database files, graphics, and so on are documents. To add a new document to the desktop, open the menus ,the same way you opened them to add a folder to the desktop. The list of document types below the separator line reflects the associations of document types to applications.

Printers

You can put a shortcut to a printer object on the desktop. Printers are installed in the Printers folder under My Computer on the desktop. The Printers folder contains two objects. The Add Printer object opens a wizard application with which you add printers to your configuration. The second icon in Figure 3.9 represents an HP LaserJet printer connected to my PC. Your Printers folder would contain one or more icons labelled to represent the printers on your PC-assuming you have a printer. You can print a document by dragging and dropping it onto a printer icon. Sometimes it is more convenient .

Applications

You can put a shortcut to an applications are document-oriented, and you access them mostly



through documents that you maintain in folders and on the desktop. Some applications are not launched by documents, however. An example is a communications program that you use to call on-line services and bulletin boards. If you use such an application frequently, you might want to put a shortcut to it on the desktop. I'll show you how to do that soon.

Before you can add an application shortcut to the desktop, you have to find the application, and you haven't learned how to do that yet. We'll finish the discussion of objects on the desktop and then learn how to use the Find operation through the Start menu. After that, we'll find an application to add to the desktop.

Renaming Icons

When you created the folder and document earlier in this chapter, you renamed them as soon as you created them. You were able to do that by typing the new name as soon as you created the objects because their icon labels were already selected.

To rename an existing icon, you must select its label. Select the object by clicking it. Now click on the label. Allow enough time between those clicks so that they do not get processed as a double click. The label's text is selected, and the keyboard cursor moves into the label area. Type the new label.

Start Menu

The Start button opens the Start menu. Click the Start button. The Start menu pops up and displays all the menu items in the start menu. It contains three kinds of selections, commands, cascaded menus, and dialog boxes.

Window Buttons

The middle section of the taskbar is for buttons that represent open windows on the desktop. When you open the My Computer window, the Printers window, and so on, you might have noticed that buttons were added to the taskbar. One of these buttons seems to be pushed in. The others are popped out. The pushed button represents the window that has the focus. If you click on the desktop or the Start or time buttons, all the window buttons are popped out because no window will have the focus. If you click on a popped-out button, its window gets the focus.



Date & Time

The time button at the extreme right end of the taskbar lets you constantly view the time of day. You can view the date by clicking the button. You can set the date and time by double-clicking the button. You can set the date and time by double-clicking the button, which opens the Date/Time Properties dialog box. You used the Date/Time Properties dialog box during installation to set



the time. The tabs in the upper left corner of the dialog box sets the date and time. Try it now. Click on the Time Zone tab. Choose the Cancel command when you are finished viewing the dialog box.

Moving the Taskbar

When a lot of windows are open, the taskbar isn't long enough to hold all the window buttons. You can move the taskbar to a vertical position by dragging and dropping it. Click on an empty spot on the taskbar, drag to the right edge of the desktop, and drop the taskbar. You can move the taskbar to the top and left side of the desktop in a similar manner.

Finding Things/ search file & folders

Now we will use the Start menu to choose a command that lets us find something. Recall that we delayed the discussion about putting an application on the desktop until we could find an application. For this exercise, we'll put the Calendar application on the desktop. Click the Start button to open the start menu. Choose the find command. Choose the files or folders command from the cascaded menu.

We are looking for the Calendar application. I happen to know that its application file is named calendar.exe. That's a good guess anyway, so type application file is named calendar.exe. So type calendar in the text box next to the Named label. Choose the Find Now command. After some searching of your hard disk.

The original reason for looking for the Calendar was to put it on the desktop. You do that dragging and dropping the first Calender entry (from the list in the Find dialog box) to the desktop. The desktop with the Calender application addressed.

Now you can run the Calendar application at any time by clicking its icon.

Explorer

The Explorer is a much-improved of the Files Manager application in previous versions of Windows. The Explorer provides a view of the resources of your computer. You can run Explorer form any of several places. One way is by right-clicking the My Computer icon and choosing the Explorer command from the menu. The explorer application starts,

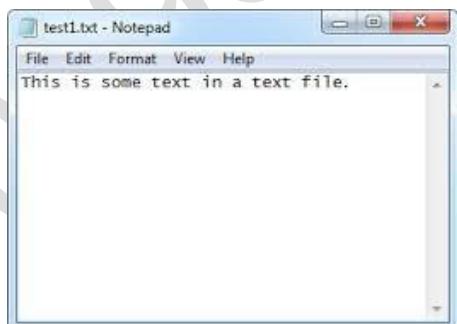
The left pane of the Explorer window shows the of folders that constitutes your computers organization. The right pane shows the contents of the currently selected folder. Because you launched Explorer from the My Computer icon, the right pane shows the contents of the My Computer folder. You can select



different objects in the pane and change the display in the right pane accordingly. The small boxes with plus (+) characters next to the icons in the left pane indicate there are other objects subordinate to the marked object, but the subordinate objects are not displayed. You can click the plus (+) mark to expand the tree to display the subordinate objects. The plus mark changes to a minus mark when the tree is expanded at that point. You can launch applications from the Explorer by double-clicking icons for the applications or double-clicking icons for documents associated with the applications. Double-clicking a folder is the same as clicking its plus or minus mark.

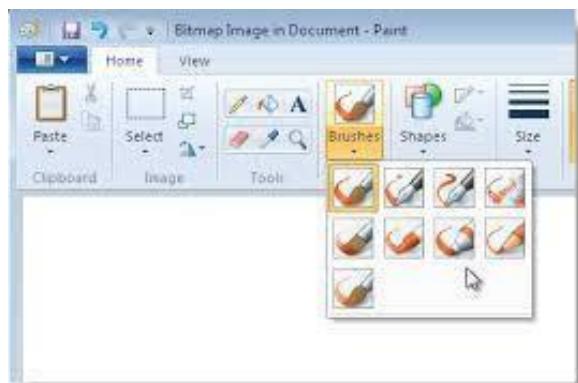
Note pad

The Notepad accessory program window, with the standard window controls labelled. Notepad is a text editor that you can use for text documents that need no special formatting such as fonts and variable typeface sizes. You'll use the Notepad window here and the Calculator accessory window later to learn the format and behaviour of window in general. To open the Notepad accessories program click the start button, choose the programs command from the start menu, choose notepad from the second cascade menu .now you can use your PC to follow along with exercise in this chapter.



Paint

Paint is a graphical composition program. You use it to create color pictures in Windows's .Bmp bitmap graphics format. You can incorporate these pictures into documents and presentations by importing the BMP files into a word processor or slide show program.



Paint is launched from the Accessories menu or by double-clicking a graphical file on the desktop or in a folder. You can create a graphical file using the New command of the desktop's right -click menu. Choose Bitmap Image from the cascaded New menu. You create and modify pictures using the tools in the toolbox to create effects that use the colors in the color box. The tool box is initially on the left side of the application window, and the color box is at the bottom. Both are floatable and dockable, which means that you can drag and drop them anywhere on the desktop. This feature releases more of the application window for the work space, permitting you to view more of the picture that you are working on.

CALCULATOR

Through the Calculator Application we can calculate each and every calculation like a calculator.



1.6 INTRODUCTION TO WINDOWS 8

Starting windows 8

Windows desktop no longer contains the traditional Start button and Start menu that sprouted from the corner, you now must retreat to the new Start screen. To open a program, click or tap a program's tile from the Start screen, and Windows shuffles you back to the desktop, where the newly opened program awaits. Starting Windows 8 is as easy as turning on your computer — Windows 8 leaps onto the screen automatically with a flourish. But before you can begin working, Windows 8 stops you cold: It displays a locked screen. If you're using a touch screen computer, substitute the word tap when you read the word click. Tapping twice works like double-clicking. And when you see the term right-click, touch and hold your finger on the glass; lift your finger when the right-click menu appears. Starting Windows 8 is as easy as turning on your computer — Windows 8 leaps onto the screen automatically with a flourish. But before you can begin working, Windows 8 stops you cold: It displays a locked screen. How you unlock the lock screen depends on whether you're using a mouse, keyboard, or touch screen:



- ✓ Mouse: On a desktop PC or laptop, click any mouse button.
- ✓ Keyboard: Press any key, and the lock screen slides away. Easy!

- ✓ Touch: Touch the screen with your finger and then slide your finger up the glass. A quick flick of the finger will do.

The new Start screen in Windows 8 whiskers you away from the traditional Windows desktop and drops you into a foreign land with no helpful translator at your side. That's right: Windows 8 no longer has a Start button or a Start menu. The Charms bar can be summoned from anywhere within Windows 8, whether you're on the Start screen, the Windows desktop, and even from within apps and desktop programs.

The Charms bar can be summoned from anywhere within Windows 8, whether you're on the Start screen, the Windows desktop, and even from within apps and desktop programs.

But no matter what part of Windows 8 you're working with, you can summon the Charms bar using a mouse, keyboard, or touch screen by following these steps:

When the Charms bar appears, lingering along your screen's right edge, it sports five icons, ready to be either clicked or touched. Here's what each icon does:

 ✓ Search: Choose this, and Windows assumes you want to search through what you're currently seeing onscreen. To expand your search, choose one of the other search locations: Apps, Settings, or Files.

 ✓ Share: This fetches options for sharing what's currently on your screen. When viewing a web page, for example, a click of the Share button lets you choose Mail to e-mail the page's link to a friend. (I cover e-mail in Chapter 5.)

 ✓ Start: This simply takes you back to the Start screen. The key on your keyboard or tablet also whisks you back there.

 ✓ Devices: Choose this to send your current screen's information to another device, such as a printer, second monitor, or perhaps a phone. (The Devices option lists only devices that are currently connected with your computer and able to receive the screen's information.)

 ✓ Settings: This lets you quickly tweak your computer's six major settings: Wi-Fi/Network, Volume, Screen, Notifications, Power, and Keyboard/Language. Not enough? Then choose the words Change PC Settings along the bottom to open the Start screen's mini-Control Panel.

Introducing your free apps in windows 8

The Windows 8 Start screen comes stocked with several free apps, each living on its own square or rectangular tile. Every tile is labeled, so you know what's what. The tiles for some apps, known as live tiles, change constantly. The Finance app tile, for



example, constantly updates with the stock market's latest swings; the Weather tile always tells you what to expect when you walk outdoors.

The Windows 8 Start screen shows only some of your apps; to see them all, right-click a blank portion of the Start screen and choose All Apps from the screen's bottom.

You may spot some or all of the following apps on the list, ready to be launched at the click of a mouse or touch of a finger:

- ✓ Calendar: This lets you add your appointments or grab them automatically from calendars already created through accounts with Google or Hotmail.
- ✓ Camera: This lets you snap photos with your computer's built-in camera or webcam.
- ✓ Finance: A live tile, this shows a 30-minute delay of the Dow, NASDAQ, and S&P.

Choose Finance to see the usual charts and graphs of fear and uncertainty.

✓ Games: Designed mostly for Xbox 360 owners, this app lets you see your friends and gaming achievements. You can explore new games, watch game trailers, and buy new games for your console.

✓ Internet Explorer:

This mini-version of Internet Explorer browses the web full screen, with nothing to get in the way: no menus, no tabs, just

you and the current page. (When you're through, press the key on your keyboard to return to the Start screen.)

✓ Mail: Covered in Chapter 5, this lets you send and receive e-mail. If you enter a Hotmail, Outlook, or Google account, the Mail app sets itself up automatically, stocking your People list, as well.

✓ Maps: Handy for trip planning, the Maps app brings up a version of Microsoft Bing Maps.

✓ Messaging: Covered in Chapter 5, this app lets you send text messages to friends through Facebook, Microsoft's Instant Messenger, and other systems.

✓ Music: This plays music stored on your PC. But Microsoft hopes you'll buy music from its store, as well.

✓ News: Visit here to read the news of the day, compiled from news services.



- ✓ People: The beauty of the People app, covered in Chapter 5, comes from its openness. Once you enter your accounts — Facebook, Twitter,
- ✓ Photos: Covered in Chapter 6, the Photos app displays photos stored in your computer, as well as on accounts you may have on Facebook, Flickr, or SkyDrive.
- ✓ Reader: This handy app reads documents stored in the Adobe Portable Document Format (PDF). It jumps into action when you try to open any file stored in that document. (Most manuals available on websites come in PDF format; you can also find them attached to some e-mails.)
- ✓ SkyDrive: This term describes the Microsoft Internet cubbyhole where you can store your files. By storing them online in SkyDrive, covered in Chapter 3, you can access them from any Internet-connected computer.
- ✓ Sports: You can find sports news and scores here, as well as a way to add listings for your favorite sports teams.
- ✓ Store: The Windows Store is the only way to add more apps on your Start screen. (Programs you install through your Windows desktop also add shortcuts to the Start screen.)
- ✓ Travel: Resembling a travel agent's billboard, this app lists travel hotspots, complete with maps, panoramic photos, reviews, and links for booking flights and hotels.
- ✓ Video: This works more like a video rental store, with a small button that lets you watch videos stored on your computer.
- ✓ Weather: This weather station forecasts a week's worth of weather in your area,

Exiting from Windows

Here's the quickest way to turn off your PC:

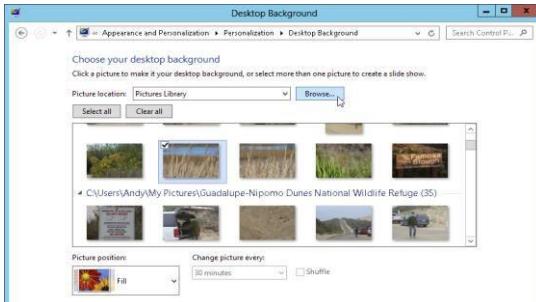
1. Move your mouse pointer to the bottom-right corner to fetch the Charms bar. (On a touch-screen, swipe inward from the right edge.)
2. Click the Settings icon and then click the Power icon.
3. Choose Shut Down.

If the computer protests, saying you'll lose unsaved work, choose Sleep instead.

Jazzing up the desktop's background

To jazz up your desktop, Windows 8 covers it with a pretty picture known as a background. (Many people refer to the background simply as wallpaper.) When you tire of the built-in scenery, feel free to replace it with a picture stored on your computer:

1. Right-click a blank part of the desktop, choose Personalize, and click the Desktop Background option in the window's bottom-left corner.



2. Click any one of the pictures, shown in Figure 2-3, and Windows 8 quickly places it onto your desktop's background.

Found a keeper? Click the Save Changes button to keep it on your desktop. Or, if you're still searching, move to the next step.

3. Click the Browse button to see photos inside your Pictures library or My Pictures folder. Most people store their digital photos in their Pictures library or My Pictures folder. Try different backgrounds by clicking them; click the Browse button to see pictures from different folders.

4. Click different pictures to see how they look as your desktop's background.

When you find a background you like, you're done. Exit the program with a click in its upper-right corner, and your chosen photo drapes across your desktop

CHAPTER-2

INTRODUCTION TO MICROSOFT WORD

2.1 Introduction to Microsoft word

When you use a computer program to create, edit, and format text documents, you are performing a task known as **Word Processing**. Part of the Microsoft Office 2013 suite of programs, **Microsoft Word 2013** is one of the most sophisticated **word-processing programs** available. By using Word, it is easy to efficiently create a wide range of business and personal documents, from the simplest letter to the most complex report. Word includes many desktop publishing features that you can use to enhance the appearance of documents so that they are visually appealing and easy to read.

You can use Word to:

- Create professional-looking documents that incorporate impressive graphics.
- Give documents a consistent look by applying styles and themes that control the font, size, color, and effects of text and the page background.
- Store and reuse pre-formatted elements such as cover pages and sidebars.
- Create personalized mailings to multiple recipients without repetitive typing.
- Make information in long documents accessible by compiling tables of contents, indexes, and bibliographies.
- Coauthor documents with team members.
- Safeguard documents by controlling who can make changes and the types of changes that can be made, as well as by removing personal and confidential information.

2.2 View of Microsoft word window

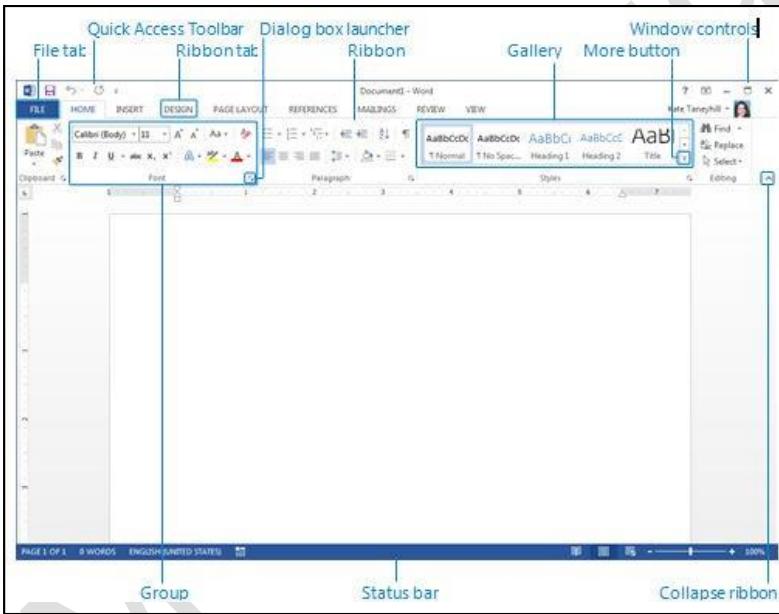


Figure 1- Identifying program window elements

The program window contains the following elements:

- **Title bar**:-At the top of the program window, this bar displays the name of the active document and provides tools for managing the program and the program window.



Figure 2- The title bar of a program window for an existing document.

At the left end of the title bar is the program icon, which you click to display commands to restore, move, size, minimize, maximize, and close the program window.

To the right of the program icon is the Quick Access Toolbar, which by default

displays the Save, Undo, and Redo buttons. You can customize the Quick Access Toolbar to display any commands you want.

At the right end of the title bar are five buttons: the Microsoft Word Help button that opens the Word Help window; the Ribbon Display Options button that allows you to entirely hide the ribbon, display only the ribbon tabs, or display the ribbon tabs and commands; and the familiar Minimize, Maximize/Restore Down, and Close buttons.

- **Ribbon Below the title bar**:-all the commands for working with a Word document are gathered together in this central location so that you can work efficiently with the program.

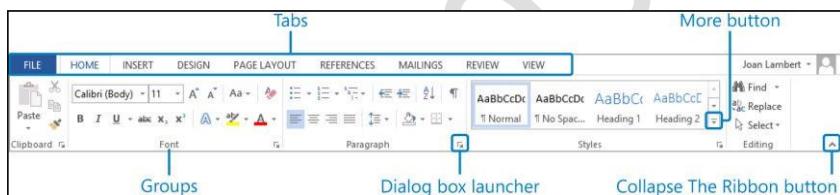


Figure 3-The ribbon, showing the Home tab.

Across the top of the ribbon is a set of tabs. Clicking a tab displays an associated set of commands.

Commands related to managing Word and Word documents (rather than document content) are gathered together in the Back stage view, which you display by clicking the colored File tab located at the left end of the ribbon. Commands available in the Back stage view are organized on pages, which you display by clicking the page tabs in the colored left pane. You redisplay the document and the ribbon by clicking the Back arrow located above the page tabs.

Commands related to working with document content are represented as buttons on the remaining tabs of the ribbon. The Home tab, which is active by default, contains the commands most Word users will use most often. When a graphic element such as a picture, table, or chart is selected in a document, one or more tool tabs might appear at the right end of the ribbon to make commands related to that specific object easily accessible. Tool tabs are available only when the relevant object is selected.

On each tab, buttons representing commands are organized into named groups. You can point to any button to display a ScreenTip with the command name, a description of its function, and its keyboard shortcut (if it has one).

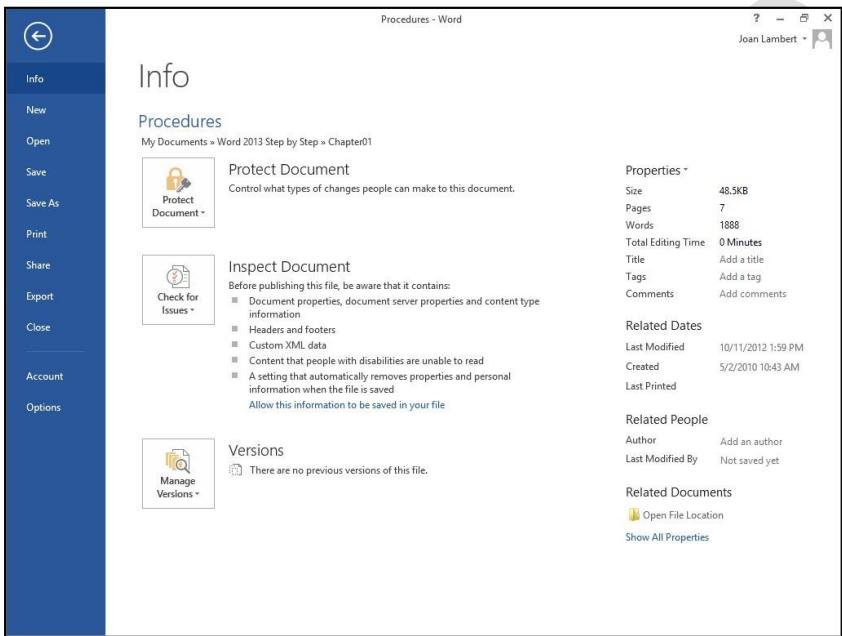


Figure 4- The Backstage view, where you can manage files and customize the program.

When a gallery contains more thumbnails than can be shown in the available ribbon space, you can display more content by clicking the scroll arrow or more button located on the right edge of the gallery.

Related but less common commands are not represented as buttons in a group. Instead, they're available in a dialog box or pane, which you display by clicking the dialog box launcher located in the lower-right corner of the group.

To the right of the groups on the ribbon is the Collapse the Ribbon button, which is shaped like a chevron. Clicking this button hides the groups of buttons but leaves the tab titles visible. When the groups are hidden, the Collapse the Ribbon button changes to the Pin The Ribbon button, which is shaped like a pushpin. You can click any tab title to temporarily display the groups, then click a ribbon command or click away from the ribbon to hide the groups again, or click the Pin The Ribbon button to permanently redisplay the groups.

KEYBOARD SHORTCUT:- Press Ctrl+F1 to unpin or pin the ribbon.

- **Status bar:** - Across the bottom of the program window, this bar displays information about the current document and provides access to certain program functions.



Figure 5-The status bar.

By default, Word displays the Page Number, Word Count, Spelling And Grammar Check, and Macro Recording indicators at the left end of the status bar. Each of these indicators on the left displays at a glance the status of that feature; clicking any of these indicators displays the related pane or dialog box.

At the right end of the status bar, Word displays by default the View Shortcuts, Zoom Slider, and Zoom Level controls. The View Shortcuts toolbar includes buttons for the three primary document content views. The Zoom Slider and Zoom Level controls enable you to adjust the magnification of the active document.

You can display the content of the active document in five views: **Draft view**, **Outline view**, **Print Layout view**, **Read Mode view**, and **Web Layout view**. All views are available from the View tab; Read Mode, Print Layout, and Web Layout views are available from the View Shortcuts toolbar on the status bar. You carry out most of the development work on a document in Print Layout view, which is the default.

- **Working with the ribbon:**

As with all Office 2013 programs, the goal of the ribbon is to make working with document content as intuitive as possible. The ribbon is dynamic, meaning that as its width changes, its buttons adapt to the available space. As a result, a button might be large or small, it might or might not have a label, or it might even change to an entry in a list.

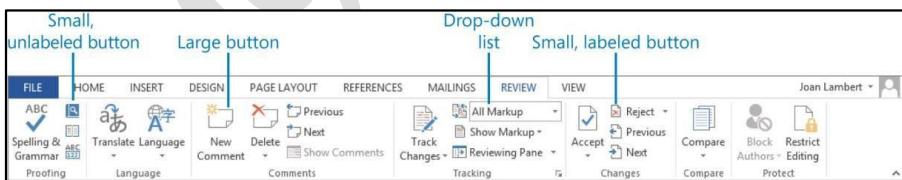


Figure 6- The Ribbon

2.3 Creating new document

When you start Word2013, you can open an existing document or create a new document. When you create a new document—either a blank document or one based on a populated template—a blinking cursor shows where the next character you enter will appear. When the cursor reaches the right margin, the word you are entering moves to the next line. You press the Enter key only to start a new paragraph, not a new line.

Steps to create a New Blank document

1. Select File->New

2. Select Blank Document from listed Templates
3. Click on Create

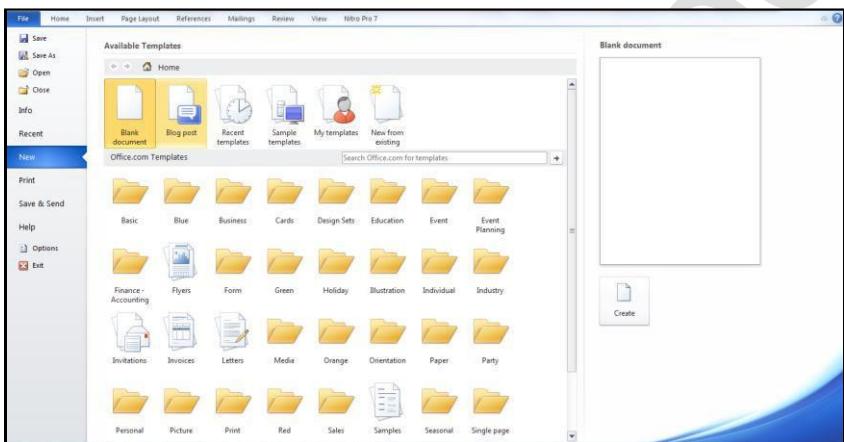


Figure 7- The New page of the Backstage view provides access to document Templates saved locally (on your computer) and online.

2.4 Saving a Document

Each document you create is temporary, indicated by a file name such as Document1, until you save it. To save a document for the first time, you click the Save button on the QuickAccess Toolbar or click Save in the Backstage view. Either action displays the Save As page of the Back stage view, where you can choose a storage location, assign a name, attach metadata tags, and specify a file type for the document.

When you choose a location on the Save As page, the **Save As** dialog box opens displaying that location in the Address bar at the top of the dialog box. If you want to save the document in a folder other than the one shown in the Address bar, you can click the arrow or chevrons in the Address bar or click locations in the Navigation pane on the left to display the folder you want. If

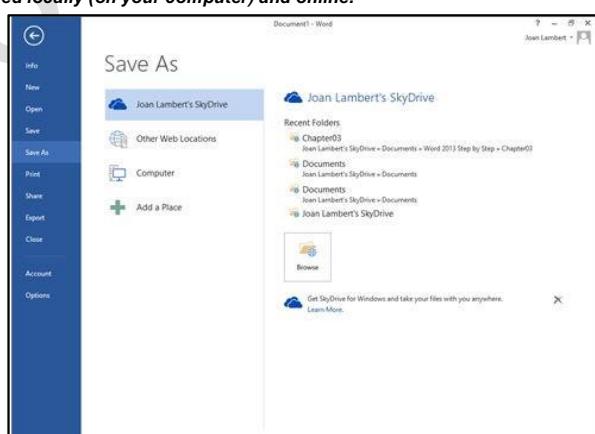


Figure 8- The Save As page of the Backstage view provides links to identify existing and new locations in which to save documents.

you want to create a folder in which to store the document, you can click the New Folder button on the toolbar.

But when someone wants to create a duplicate of the current document in same or different location, **Save as** is used from File menu.

2.5 Opening a document

Click the Open page tab. This page displays locations from which you can open existing documents as well as a list of the documents you recently worked on. The content of the Places list varies based on your available resources.

TIP By default, the Recent Documents list displays a maximum of 20 documents. You can change this number on the Advanced page of the Word Options dialog box.

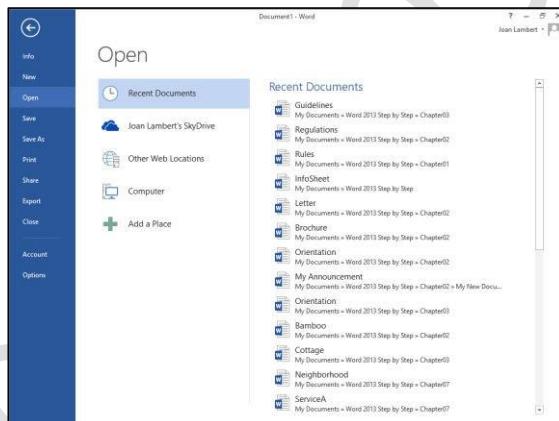


Figure 9-The Openpage of the Backstage view provides links to locations from which you can open existing documents.

2.6 Closing a Document

As you know Microsoft word is an application in Windows, which allows to open multiple documents at a time side by side. Closing represents to close the active document which can be done by

1. Click theFiletab, and then click Close.
2. Or, pressCtrl+W.
3. Or, Press Ctrl+F4(Function key)
4. Or, Click on the Close Button from the Document Window.

2.7 Exiting Word

Exit Word means to close all documents from the Application Microsoft word and Close the Application. This can be done by

1. Click theFiletab, and then click Exit.
 2. Or, Press Alt+F4(Function key)
- Or, Click on the Close Button from the Document

2.8 Navigation in a Document

Navigation means

Table 1- List of Keyboard shortcuts for Navigation

the way of cursor movements in a document efficiently to work more effectively.

2.8.1 Navigation with Keyboard

These keyboard shortcuts help you to move in a document faster and easily so that you can work more efficiently.

2.8.2 Navigation with GO TO

On the Home tab, in the Editing group, click the Find arrow (not the button), and then click Go To to display the Go To page of the Find and Replace dialog box.

KEYBOARD SHORTCUT Press **Ctrl+G** to display the Go To page of the Find And Replace dialogbox.

Cursor movement	Key or keyboard shortcut
Left one character	Left Arrow
Right one character	Right Arrow
Up one line	Up Arrow
Down one line	Down Arrow
Up one paragraph	Ctrl+Up Arrow
Down one paragraph	Ctrl+Down Arrow
Left one word	Ctrl+Left Arrow
To the beginning of the current line	Home
To the end of the current line	End
To the beginning of the document	Ctrl+Home
To the end of the document	Ctrl+End
To the top of the window	Alt+Ctrl+Page Up
To the bottom of the window	Alt+Ctrl+Page Down
Up one screen	Page Up
Down one screen	Page Down
To the beginning of the previous page	Ctrl+Page Up
To the beginning of the next page	Ctrl+Page Down
To a previous revision	Shift+F5
Immediately after opening, to where you were working when you last closed	Shift+F5

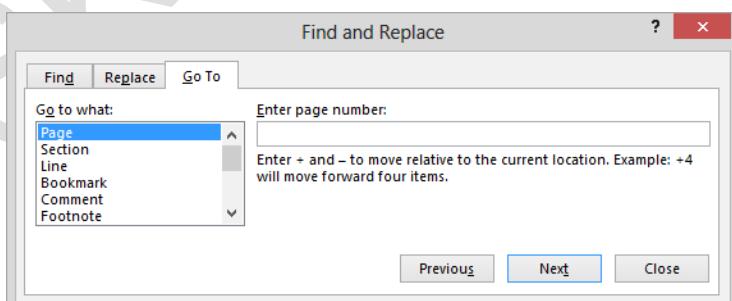


Figure 10- Go to in Find and Replace Box

CHAPTER-3

Template

3.1 Working with Template

When it comes to maximizing your efficiency while creating documents in Word, styles and templates are among the most powerful tools available to you. A **template** that already contains the text, character and paragraph styles, page formatting, and graphic elements that you generally use in that type of document.

3.2 Creating and attaching templates

Although Most Word users rarely need to concern themselves with the

fact, all Word documents are based on templates. New blank documents are based on the built-in Normal template, which defines paragraph styles for regular text paragraphs , a title, and different levels of headings. It

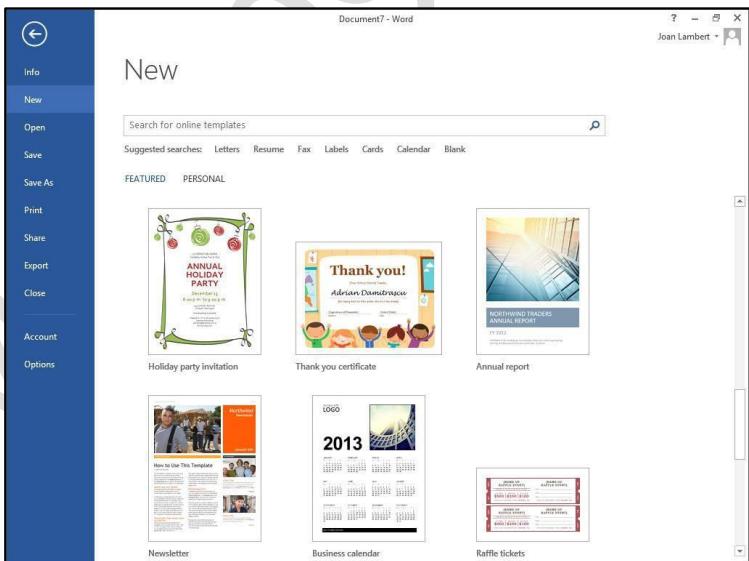


Figure 11- Featured templates on the New page of the Backstage view when working Online

also defines a few character styles that you can use to change the look of selected text. These styles appear in the Styles pane and are also available in the Styles gallery on the Home tab. You can apply these template styles to format the content in the document. When you want to quickly create an effective, visually coordinated document, the best choice is to use Template. Most are for

specific types of documents, and many are pre-populated with text, tables, images, and other content that you can modify to fit your needs. A few of the templates are installed on your computer with Word. Many more templates are maintained on the Microsoft Office website, but you can locate and use them directly from within Word (provided you have an Internet connection). You can create a document based on one of these templates from the Start screen or from the Newpage of the Backstage view.

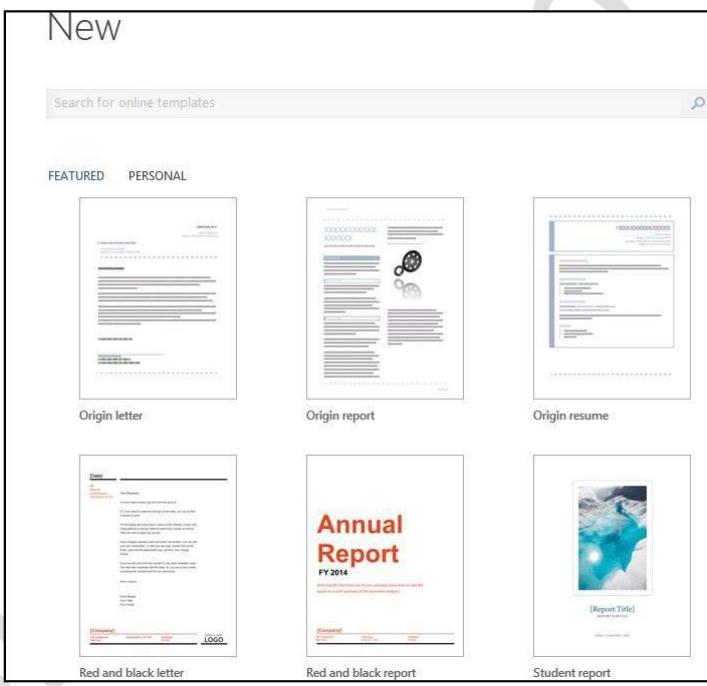


Figure 12- Content on the New page of the Backstage view when working offline.

3.3 Save a Word document as a template

A template is a document type that creates a copy of itself when you open it. In Word, you can create a template saving a document as a .dotx file, .dot file, or a .dotm file (a .dotm file type allows you to enable macros in the file).

3.3.1 Save as a template

You can start with a blank document and save it as a template, or you can create a template that is based on an existing document or template.

3.3.1.1 Start with a blank template

1. Adjust your styles, margins, etc. in a BLANK document.
2. In the **File** Ribbon, select **Save As**, then click on the **Browse** button. A dialogue box will come up. The Save as Type dropdown defaults to .docx. In order to save the file as a template, you can use either the .dotx or .dotm format.

3.3.1.2 Create a template based on an existing document

To make a template based on a document you already created, follow these steps:

1. **Find the document.**

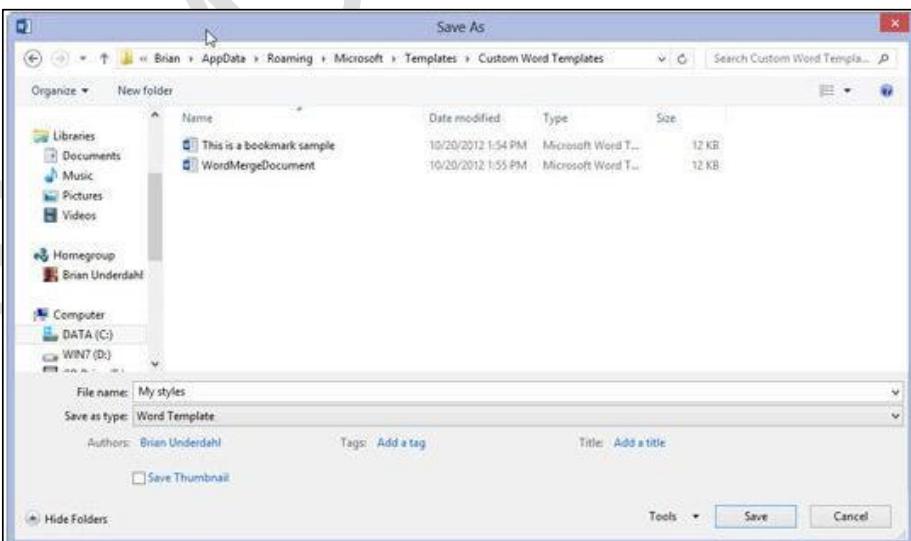
Choose one that has styles or formats or text that you plan to use repeatedly.

2. **Strip out any text that doesn't need to be in every document.**

The template should contain only the styles you need for that document, plus any text that's common to all documents.

3. **Click the File tab. On the File screen, choose the Save As command.**

Don't worry about choosing the document's location. All Word templates are saved in a predefined folder, and Word automatically chooses that location for you. Click the Browse button. The **Save As** dialog box appears. It's the same **Save As** dialog box that Word uses for saving everything. Type a name for the template. Type the name in the File Name box. Be descriptive. You don't need to name the template by using the **word template**.



4. Saving Template.

From the **Save As** Type drop-down list, choose **Word Template**. Click the Save button. Your efforts are saved to disk as a document template, nestled in the proper place where Word keeps all its document templates.

5. Close the template.

The reason for closing it is that any changes you make from now on are made to the template. If you want to use the template to start a new document, you choose that template from the New window.

CHAPTER-4

Edit and Proofread text

4.1 Selecting Text

Besides entering text, selecting text is probably the most common task for most Word users. Almost every task begins by selecting something. Perhaps that's why there are so many ways to select text.

4.1.1 Selecting text with KeyBoard and Mouse

1. **Click and drag**:-Probably the most intuitive and common way to select text is to click and drag the mouse in any direction.
2. **[Shift]+arrow**:- To move one character or one line at a time, hold down the [Shift] key while pressing the right and left arrow keys and the up and down arrow keys, respectively.
3. **[Shift]+[Home] | [End]**:-Pressing [Shift] + [Home] selects everything from the insertion point to the left margin in the current line. Similarly, [Shift]+[End] selects everything from the insert point to the last character to the right.
4. **Double-click**:-To select the current word, double-click it. Word will select to the left and right of the cursor, until it encounters a space character.
5. **Triple-click**:-A triple-click selects the current paragraph.
6. **Margin+click**:-To select an entire line, move the cursor into the left margin. When you see the insertion pointer turn into an arrow pointer, click. Doing so will select the current line. You can also press [Home]+[Shift]+[End], but doing so is a bit awkward.
7. **Margin+click and drag**:-This selection method is similar to the previous one. If you drag while holding down the mouse, Word will select multiple lines, even paragraphs. Word will stop selecting when you stop dragging.
8. **[Ctrl]+A**:-Pressing [Ctrl]+a selects the entire document.
9. **[Ctrl]+click**:-To select a sentence (not just a line), hold down [Ctrl] and click any place within the sentence.
10. **Click+[Shift]+click**:-To select a block of text, click at one end of the block. Then, hold down the [Shift] key and click a second time at the opposite end of the block.
11. **[Alt]+drag**:-This combination selects a vertical block. While holding down [Alt], click and drag up or down. (You must press [Alt] first.)
12. **Selection+[Ctrl]+selection**:-To select two noncontiguous blocks of text, select the first bit of text. Then, hold down [Ctrl] while you select the next, and the next, and the next - use it to select two or several non-contiguous areas. (I probably

use this one more than any other besides click and drag - it's great for applying the same format to several spots.)

13. **[Ctrl]+[Shift]+[Right arrow] | [Left arrow]**:-Use this combination to select from the current position to the right or left of the current word, depending on whether you press the right or left arrow, respectively.
14. **[Ctrl]+[Shift]+[Up arrow] | [Down arrow]**:-This combination selects from the current position to the beginning or ending of the current paragraph, depending on whether you press the up or down arrow, respectively.
15. **[Alt]+[Ctrl]+[Shift]+[Page Up] | [Page Down]**:-This is another awkward keystroke combination that selects from the current insertion point to the beginning or the ending of the current window (what you see on the screen), respectively. This one's awkward enough that I'd probably use a quick click and drag instead.

4.1.2 Selecting Text with F8(Function key)

Word remains in Extended Selection mode until you do something with the block or you press the Esc key to cancel Extended Selection mode.

To cancel the extended selection, press the Esc key. This action ends Extended Selection mode and keeps the block of text marked.

1. You can use the mouse and the F8 key to get fancy. Position the cursor at either end of the block you want to mark, and press the F8 key. Then position the mouse cursor at the other end of the block, and press the left mouse button. Everything from there to there is marked.
2. After pressing the F8 key, you can use the Find command to locate a specific bit of text. Word marks all text between the spot where F8 was pressed (the anchor) and the text that the Find command locates.
3. Press the F8 key twice to select the current word.
4. Press the F8 key thrice to select the current sentence.
5. Press the F8 key four times to select the current paragraph as a block of text.
6. Press the F8 key five times to select the entire document, from top to bottom.
7. No matter how many times you press F8, be aware that it always drops anchor. So pressing F8 once or five times means that Word is still in Extended Selection mode. Do something with the block or press Esc to cancel that mode.

4.2 Changing Case

To change the case of selected text in a document, do the following:

1. Select the text for which you want to change the case.

2. On the Home tab, in the **Font** group, click **Change Case**.
Or. You can use **F3(Function key)**
3. Choose an option from the dropdown list, which includes Sentence case, lowercase, UPPERCASE, Capitalize Each Word, and tOGGLE cASE. Notes.

4.3 Editing text

Editing documents in Word is just as simple as entering text in a blank document. By clicking within the body of the document, you can add text. By default, Overwriting is turned off, which means text to the right of the insertion point will be moved to the right.

It is important to note, however, that if you highlight part of your document and then start typing, the highlighted portion will be deleted and the new text will appear in its place; it doesn't matter whether you have hard returns, images, tables, or text highlighted, the results will be the same. In the event you accidentally delete part of your document, you can use the **Undo feature** (ctrl+z)- to undo up to 100 changes you have made to your document. If you want to delete portions of your document, you can simply highlight the portion you would like to delete and press the deletekey; unless you've changed Word options, Word will automatically correct the spacing at the point of the deletion.

To delete individual elements of your document, you have two options:

The **deletekey** will delete objects to the right of the insertion point, while the **backspace key** will delete objects to the left of the insertion point.

4.4 Moving and Copying Text and Objects

Perhaps the most important benefit of word processing over typewriter use is the ability to move and copy objects and blocks of text. There are many ways of accomplishing move and copy operations in Word, so you can select whatever method is most comfortable for you or makes the most sense in a particular situation. The following sections explain the various move and copy operations and the differences between them.

4.4.1 Moving or Copying Text with Drag-and-Drop

Drag-and-drop operations are popular because they most closely resemble the way you do things outside the computer. (Yes, there really is a life outside the computer!) When you want to move something in your living room, you pick it up and reposition it. Or if it's heavy, like a piece of furniture, you drag it and drop it. You can do the same thing with objects and with blocks of selected text in Word.

For a standard drag-and-drop operation, follow these steps:

1. Select the text or object(s) you want to move or copy.

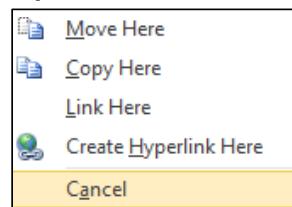


Figure 14- Additional Drag and Drop option Box

2. To copy, hold down the Ctrl key. You don't have to hold anything down if you want to move.
3. Position the mouse over the selection, and then click and hold down the left mouse button on it.
4. Still holding down the left mouse button, drag the selection to a new location. Then release the mouse button.

There are additional drag-and-drop options; to see them, use the right mouse button rather than the left one in the preceding steps. (Don't hold down the Ctrl key if you are using the right mouse button.) When you release the mouse button in step 4, a shortcut menu appears with these choices on it:

- Move Here—The default operation; the same as regular dragging with the left mouse button.
- Copy Here—The same as holding down the Ctrl key with the left-mouse-button drag.
- Link Here—Creates a copy that retains a link to the original location, such that if the original changes, this copy changes too.
- Cancel—Cancels the current drag-and-drop operation.

4.4.2 Using Cut, Copy, and Paste

One of the complaints that many people have with drag-and-drop is that they are simply not coordinated enough to manage positioning the mouse pointer in exactly the right spot while holding down keys and mouse buttons. People who have this problem may prefer to use the Cut, Copy, and Paste commands instead.

Cut and Copy are very similar operations. Cut removes the selection from the document and places it on the Clipboard, which is a hidden holding area; Copy leaves the selection as is and places a copy of it on the Clipboard. After a Cut or Copy operation, you can then use Paste to place the Clipboard's content at the insertion point location.

There are actually two Clipboards—the Windows Clipboard and the Office Clipboard. The Windows Clipboard holds only one item at a time; when you place a second item on that Clipboard, the first item is erased from it. The Office Clipboard has multiple slots for holding content. It uses the Windows Clipboard for one slot, but it can also hold 23 other items at the same time. I explain more about the Office Clipboard later in the chapter.

Word offers ribbon, keyboard, and right-click methods for issuing the Cut, Copy, and Paste commands.

Cut, Copy, and Paste Methods

	Cut	Copy	Paste
Click these buttons on the Home tab:			
Press these shortcut keys:	Ctrl+X	Ctrl+C	Ctrl+V
Right-click your selection and then choose one of these commands:	Cut	Copy	Paste

TIP:- Experienced users generally end up using the keyboard shortcut methods most frequently because they are the fastest.

If you would like to save something from the Clipboard so that it can be used later, but you don't want to save it in Word

The Paste Special command enables you to define the format of the pasted copy, and in some circumstances also create a dynamic link to the original.

To use Paste Special instead of Paste, open the drop-down menu below the Paste button and select Paste Special from that menu, as in **Figure 15**.



Figure 15- Paste Special drop down list

Use the Paste Special dialog box to paste in a different way than the default.

For a normal (nonlinked) paste, select a paste format from the As list. The choices on the list depend on the type of content you cut or copied. For example, if you copied some text from another document that had some unusual formatting, you could choose to keep that formatting by selecting Formatted Text (RTF), or you could choose to discard that formatting by selecting Unformatted Text.

If you paste text in one of the Picture formats, it is no longer editable as text; you can edit it only with a picture-editing program.

Pasting in a format whose name ends with "Object" creates an embedded copy that retains its link to the original program. This is not especially relevant for copying text within and between Word documents because the original program is Word itself, but it makes a difference when copying multimedia content, such as graphics from a graphics program, into Word, for example. When you choose an "Object" format, the selection is placed in its own separate frame from the rest of the document, and you can edit that object in its native program later by double-clicking it.

Under some circumstances, a Paste Link option is also available. For Paste Link to be available, the selection must have been copied from some other document or file than the one in which it is being pasted, and the document/file from which it came must have been saved at least once (so it has a filename, not just the generic "Document1" name a file gets before it is saved).

4.4.3 Paste Link Text/Object

Paste Link creates a dynamic link between the original and the copy so that when the original changes, the copy also changes.

Don't use Paste Link unless you can actually benefit from it, because it makes the file size larger, and if the original file ever is deleted or moved, an error message will appear in the file containing the copy.

4.4.4 Using Paste Options

After you have pasted something in Word, a Paste Options button appears next to it. You can click this button to open a menu of choices governing the paste operation, as shown in Figure . Here are the choices:

- **Keep Source Formatting**—The object retains its look from its original location.
- **Match Destination Formatting**—The object is stripped of any previous formatting and the formatting of the new location is applied.
- **Keep Text Only**—The object is stripped of any previous formatting and remains stripped in the new location.

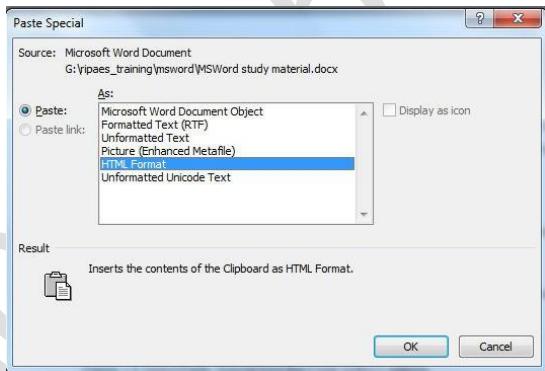


Figure 16 Paste Special Dialog Box



Figure 17- Paste Options

4.4.5 Advanced Paste Special Options

Choose options for the paste operation just performed.

The **Set Default Paste...** command opens the Word Options dialog box (same as Office, Word Options) and displays the Advanced options. From here you can set a variety of paste options in the Cut, Copy, and Paste section.

- **Pasting Within the Same Document**—Choose how formatting is applied to the copy when copying within a document. You can choose Keep Source Formatting, Match Destination Formatting, or Keep Text Only.
- **Pasting Between Documents**—Choose how formatting is applied to the copy when styles are not an issue (for example, when both the source and destination use the same style defined the same way).
- **Pasting Between Documents When Style Definitions Conflict**—Choose how formatting is applied to the copy when you are copying between documents and the style applied in the source document differs from that applied at the insertion point location in the destination document.
- **Pasting From Other Programs**—Choose how formatting is applied to the copy when the text is coming from some other application than Word.
- **Insert/Paste Pictures As**—Choose how non-text objects are placed in the document. In Line with Text means the object is treated as a text character at the insertion point, and will move with the surrounding text. The other options are all various wrapping settings for floating objects.
- **Keep Bullets and Numbers When Pasting Text with Keep Text Only Option**—Just like the name says. If you have set one of the previous settings to Keep Text Only, but you are copying a bulleted or numbered list, this setting determines whether the bullet or number is preserved.
- **Use the Insert key for Paste**—Mark this if you want the Insert (Ins) key on the keyboard to be remapped to be a shortcut for the Paste command. This check box is paired with the Use the INS Key to Control Overtype Mode check box (on the same tab); only one or the other can be chosen at once.
- **Show Paste Options Buttons**—Clear this check box if you don't want that Paste Options button to appear next to pasted selections. (Sometimes it can get in the way.)
- **Use Smart Cut and Paste**—Enables Word to apply a rather complex set of rules to determine how selections should be pasted. To fine-tune these rules, click the Settings button to display the Settings dialog box (see Figure 3.13). Note that you can choose default options for Word 2002-2007 or for Word 97-2000, or go your own way with custom settings.

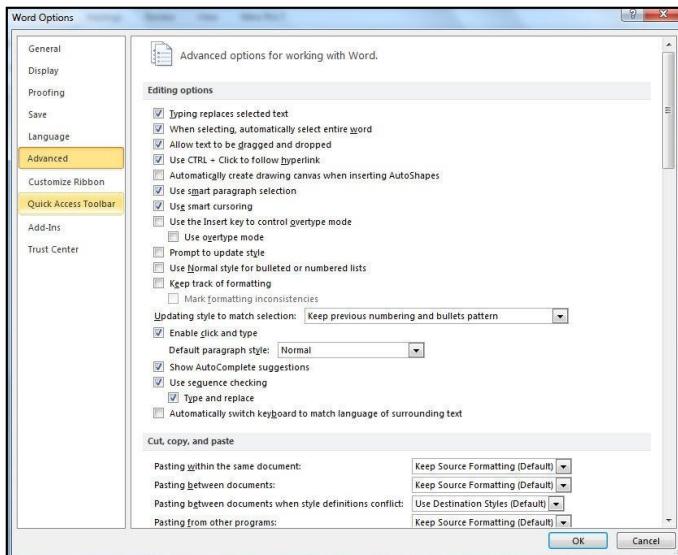


Figure 18 Paste options are controlled in the Word Options dialog box.

4.4.6 Using Clipboard

Use the Clipboard task pane to access the Office Clipboard's 24 separate areas for storing clips.

By default, the Clipboard pane is fixed in location and size, but you can click the down arrow in its top-right corner for a menu from which you can move and resize it.

Each time you copy something to the Clipboard, it is added to the Clipboard task pane's list, with the most recently added items at the top. To

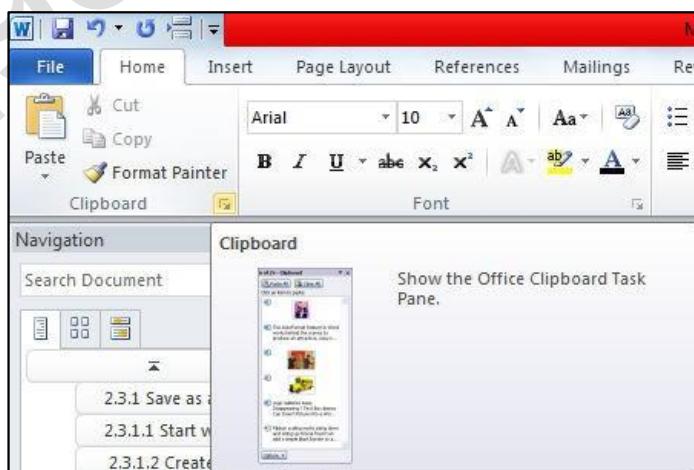


Figure 19 Getting ClipBoard

paste an item from it, position the insertion point and then click that item in the Clipboard task pane. To paste all the items at once, click Paste All.

To **remove** a single item from the Clipboard task pane, right-click the item and click Delete. (Alternatively, you can point at the item until a down arrow appears to its right. Click that down arrow to open the same menu as with right-clicking; then click Delete.)

To **clear** the entire Clipboard at once, click the Clear All button at the top. Clearing the Office Clipboard also clears the Windows Clipboard.

To **fine-tune** how the Office Clipboard works, click the Options button. A menu appears with these options on it:

- Show Office Clipboard Automatically—Displays the Office Clipboard automatically when copying items.
- Show Office Clipboard when Ctrl+C Pressed Twice—Displays the Office Clipboard when Ctrl+C is pressed twice.
- Collect Without Showing Office Clipboard—Copies items to the Office Clipboard but does not show the task pane unless you specifically call for it (by pressing Ctrl+C twice, for example).
- Show Office Clipboard Icon on Taskbar—Displays an Office Clipboard icon in the notification area of the taskbar (near the clock) whenever the Office Clipboard is active. You can double-click that icon to display the Office Clipboard in the active application. (Remember, all Office apps share the Office Clipboard.)
- Show Status Near Taskbar When Copying—Pops up a message near the Office Clipboard icon when something has just been copied to the Clipboard.

4.4.7 Use F2 to Copy and Move Text

After you select text in Word 2007, you can press F2 to the text and paste it elsewhere — even into another Word document you're working on. As long as you can remember to use the F2 key, copying and moving a block of text by using this technique can be quite handy.

1. Select a block of text.
2. Click the mouse button to anchor the insertion pointer at the beginning of the block, drag to the end of the block (anywhere you want), and release the mouse button.
3. Press the F2 key.
4. Notice that the status bar (at the bottom of your screen) says "Move to where?"

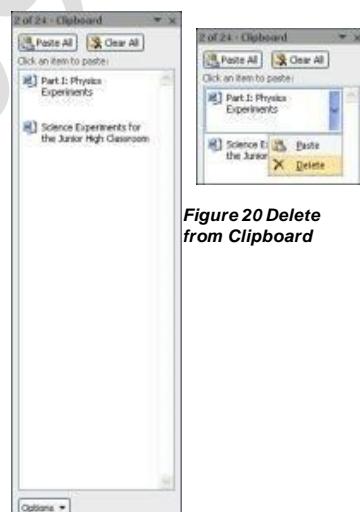


Figure 20 Delete from Clipboard

Figure 21 Clipboard Box copy

5. Place the insertion pointer wherever you want to move (paste) the block of text.
6. Press the cursor keys or scroll with the mouse. Wherever you place the insertion pointer is where the text will be moved.
7. Press Enter to paste the text.
8. The block of text is moved, just as though you had typed it there yourself.

4.5 Finding and replacing text

One way to ensure that the text in your documents is consistent and accurate is to use the Find feature to search for and review every occurrence of a particular word or phrase.

Clicking the Find button in the Editing group on the Home tab displays the **Results page of the Navigation pane**. As you enter characters in the search box at the top of the pane, Word highlights all occurrences of those characters in the document and displays them on the Results page.

KEYBOARD SHORTCUT:-Press Ctrl+F to activate the search box.

When you point to a search result on the **Results** page, a ScreenTip displays the number of the page on which that result appears and the name of the heading preceding the search result. You can click a search result to move directly to that location in the document.

TIP-The Results page of the Navigation pane allows you to continue editing your document as you normally would, while still having access to all the search results.

If you want to be more specific about the text you are looking for—for example, if you want to look for occurrences that match the exact capitalization of your search term—click the Search For More Things arrow at the right end of the search box in the Navigation pane and then click Advanced Find to display the Find page of the Find And Replace dialog box. Clicking More in the lower-left corner expands the dialog box to make additional search options available.

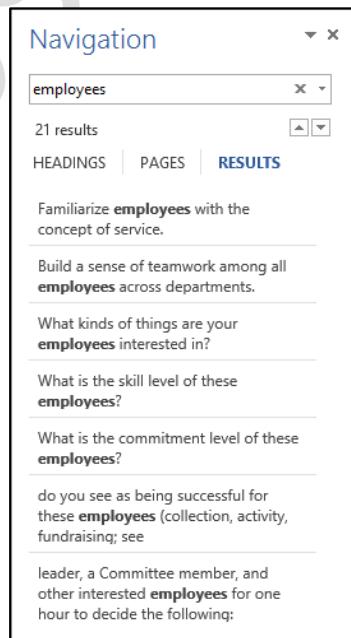


Figure 22- Results page of the Navigation pane

You can make a search more specific by using the criteria in the Search Options area of the Find page.

In the expanded dialog box, you can do the following:

- Guide the direction of the search by selecting Down, Up, or All from the Search list.
- Locate only text that matches the capitalization of the search term by selecting the **Match Case** check box.
- Exclude occurrences of the search term that

appear with in other words by selecting the Find Whole Words Only checkbox.

- Find two similar words, such as effect and affect, by selecting the Use Wild cards check box and then including one or more wild card characters in the search term. The two most common wildcard characters are the following:
 - ? Represents any single character in this location in the Find What text
 - * Represents any number of characters in this location in the Find What text

TIP For a list of the available wildcards, select the **Use Wildcards** check box and then click **Special**.

- Find occurrences of the search text that sound the same but are spelled differently, such as *there* and *their*, by selecting the **SoundsLike** checkbox.
- Find occurrences of a particular word in any form, such as *try*, *tries*, and *tried*, by selecting the **FindAll WordForms** checkbox.
- Locate formatting, such as bold, or special characters, such as tabs, by selecting them from the **Format** or **Special** list.
- Locate words with the same beginning or end as the search term by selecting the Match Prefix or Match Suffix checkbox.

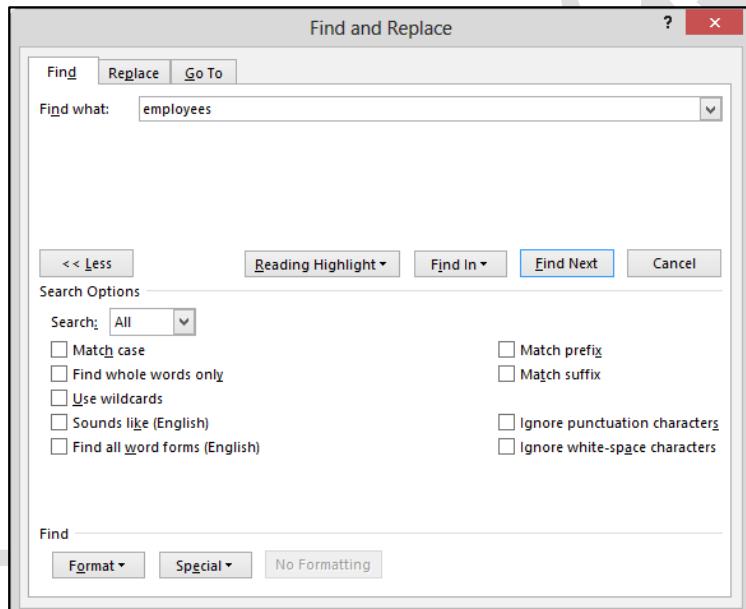


Figure 23 Find and Replace Dialog box

- Locate words with different hyphenation or spacing by selecting the **Ignore Punctuation Characters** or **Ignore White-Space Characters** checkbox.

If you want to substitute a specific word or phrase for another, you can use the Replace feature. Clicking the Replace button in the Editing group on the Home tab displays the Replace page of the Find And Replace dialog box.

KEYBOARD SHORTCUT:-Press **Ctrl+H** to display the Replace page of the Find And Replace dialog box.

TIP-If the Navigation pane is open, you can click the Search For More Things arrow at the right end of the search box and then click Replace. The Find And Replace dialog box opens with the search term from the Navigation pane already in the Find What box.

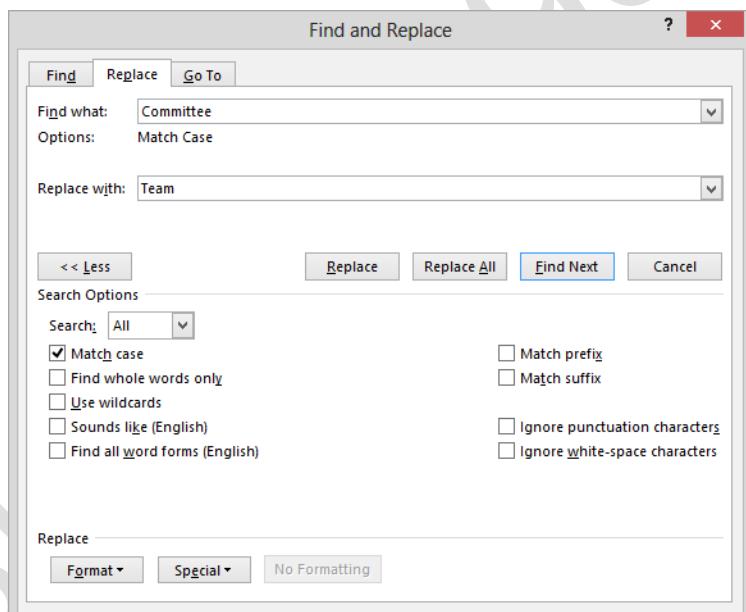


Figure 24 Correcting errors and inconsistencies is easy with the Replace feature.

For each instance of the search term that Word locates, you can click one of the following choices on the Replace page:

- Replace:**-Replaces the selected occurrence with the text in the Replace With box and moves to the next occurrence
- Replace All:**-Replaces all occurrences with the text in the Replace With box

TIP Before clicking Replace All, ensure that the replacement is clearly defined. For example, if you want to change trip to journey, be sure to tell Word to find only the whole word trip; otherwise, triple could become journeyle.

.Find Next:-Finds the first occurrence or leaves the selected occurrence as it is and

Locates the next one

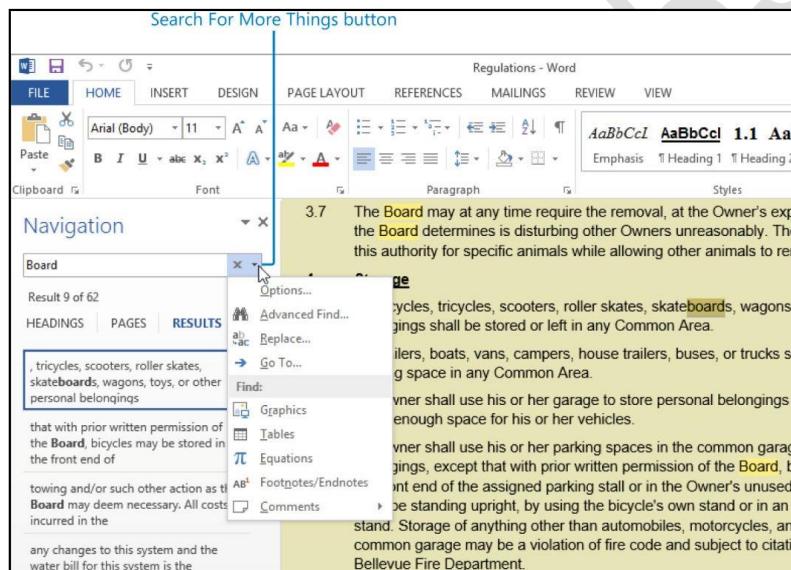


Figure 25 From this menu, you can locate specific types of objects and also refine text searches.

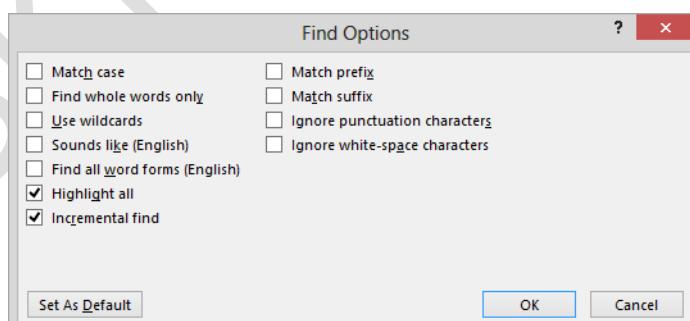


Figure 26- The Find Options dialog box contains most options for refining the current search, other than the style and special character options.

4.6 Correcting spelling and grammatical errors

In the days of handwritten and typewritten documents, people might have tolerated a typographical or grammatical error or two because correcting such errors without creating a mess was difficult. Word-processing programs such as Word have built-in spelling and grammar checkers, so now documents that contain these types of errors are likely to reflect badly on their creators.

TIP *Although Word can help you eliminate misspellings and grammatical errors, its tools are not infallible. You should always read through your document to catch any problems that the Word tools can't detect—for example, homonyms such as their, there, and they're.*

Word provides these three tools to help you with the chore of eliminating spelling and grammar errors:

- **AutoCorrect** This feature corrects common spelling and grammatical errors, replaces text codes with mathematical symbols, and automatically applies formatting based on text cues. AutoCorrect has a built-in list of frequently misspelled words and their correct spellings. If you frequently misspell a word that AutoCorrect doesn't change, you can add it to the list in the AutoCorrect dialog box. If you deliberately enter a word that is on the AutoCorrect list and don't want to accept the AutoCorrect change, you can reverse the correction by clicking the Undo button before you enter anything else, or by pointing to the bar that appears below the word and then clicking Undo.
 - **Error indicators** Word indicates possible spelling errors with red wavy underlines, possible grammatical errors with green wavy underlines, and possible formatting errors with blue wavy underlines. You can right-click an underlined word or phrase to display suggested corrections and links to proofing resources.
 - **Spelling and grammar checker** To check the spelling or grammar of selected text or the entire document, click the Spelling & Grammar button in the Proofing group on the Review tab. Word then works its way through the selection or the document and displays the Spelling pane or Grammar pane if it encounters a potential error.
- KEYBOARD SHORTCUT** Press F7 to start checking the spelling and grammar from your current location in the document.

The pane that appears displays an explanation of the likely problem and suggests corrections. You can implement a suggestion by double-clicking it.

4.6.1 Check spelling and grammar

All Microsoft Office programs can check the spelling and grammar of your files. In Microsoft Word 2013 you'll find the **Spelling & Grammar** options here:

- Click **Review > Spelling & Grammar** (or press F7) to start the spelling and grammar checker and see the results in the **Spelling and Grammar** task pane.



Figure 27 Spelling and Grammar Option

TIP If you prefer to use the keyboard to review the results, press the underlined letter found on the buttons in the task pane. For example, to Ignore

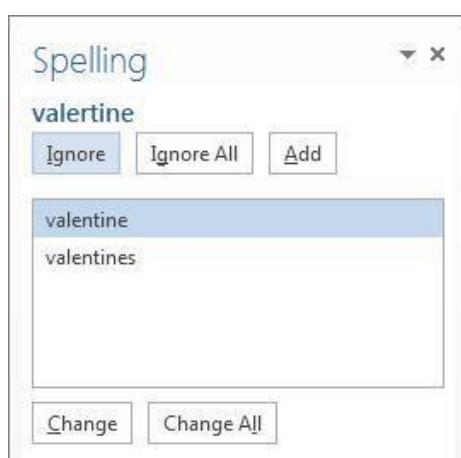
All **Ignore All** instances of a word, press g.

Choose from these options as the spelling and grammar checker goes through each word:

1. Check the spelling and grammar all at once.
2. Check spelling and grammar automatically, as you type.
3. Recheck the words you previously checked and chose to ignore (but changed your mind).

4.6.2 Check spelling and grammar all at once

Checking all the spelling and grammar in your document is useful when you want to quickly proof your text. You can check for possible mistakes and then decide if you agree with the spelling and grammar checker. After you click **Spelling & Grammar** (or press F7) you can fix each error that Word finds in different ways. In the task pane at the right of your document, you will see the spelling



and grammar choices:

TIP If you prefer to use the keyboard to review the results, press the underlined letter found on the buttons in the task pane. For example, to Ignore All instances of a word, press g.

- **Fix the error using Word's suggestions** If you want to fix the error by using one of the suggested words, select the word in the list of suggestions and click **Change**. (You can also click **Change All** if you know you've used this incorrectly spelled or used word throughout the document so that you don't have to address it each time it pops up.)
- **Create a dictionary entry** If the word is a real word that you use and one that you want Word—and ALL of the Office programs—to recognize too, click **Add**.
- **Ignore the word** Maybe you want to ignore this misspelled word (for whatever reason): Click **Ignore** or **Ignore All**.

4.6.3 Check spelling and grammar automatically

Checking spelling and grammar while you type may be a preferred way for you to save time: You make the necessary corrections and changes *while* you're writing, not waiting until after (you think) your document is complete.

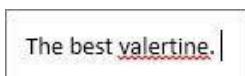
1. First, to turn on (or off) automatic spelling and grammar checking, click **File > Options > Proofing**.
2. As you can see in the picture above, you can choose to automatically check spelling, grammar—one or the other, both, or neither—or even other options, such as contextual spelling.
3. Under **Exceptions** you can choose to hide grammar and spelling errors in your open document or, if you leave the options unchecked but keep any of the options above them checked, all of your new documents going forth will keep those settings.



Figure 29 Spelling and Grammar setting options

4.6.4 How the automatic spelling checking works

Word flags misspelled words with a red squiggly line under it as you work so that you can easily locate mistakes:



When you right-click the misspelled word, you'll see a menu where you can choose how you want to handle the mistake.

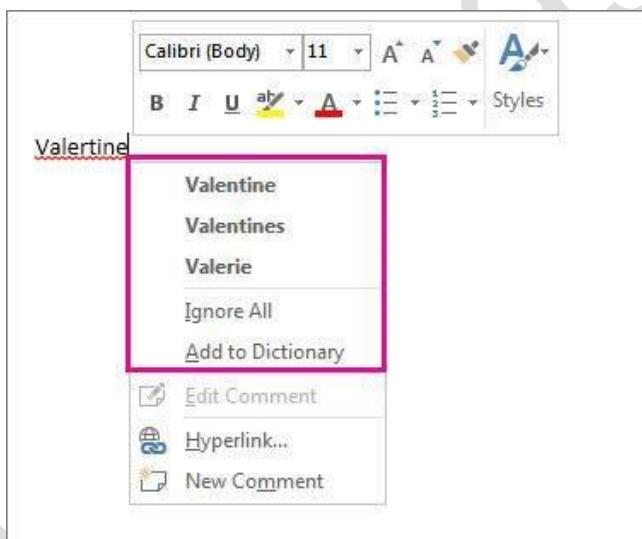
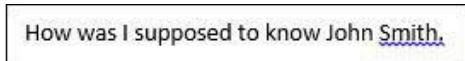


Figure 30 Options menu on right clicking

4.6.5 How automatic grammar checking works

After you turn on automatic grammar checking, Word flags potential grammar, style, and contextual mistakes with a blue squiggly line under the word, term, or phrase as you work in your document.



Just like with the spell checker, you can right-click the mistake to see more options. (In this case, the sentence might have been better off as a question instead of a sentence.)

4.6.6 Recheck the words and grammar that you previously checked and chose to ignore

You can also force a *recheck* of the words and grammar that you previously chose to ignore.

1. Open the document that you want to recheck.
2. Click **File > Options > Proofing**.
3. Under **Correcting spelling and grammar in Word**, click **Recheck Document**.
4. When you see the following message **This operation resets the spelling checker and grammar checker so that Word will recheck words and grammar you previously checked and chose to ignore. Do you want to continue?** click **Yes** and then click **OK** to close out of the **Word Options** dialog box.
5. Then, in your document, click **Review > Spelling & Grammar** (or press F7).

4.7 Automatically insert text

There's more than one way to automatically enter text in Word.

You can insert blocks of preformatted text using AutoText from your AutoText gallery. This is useful, for example, when you need to repeatedly enter the same large block of text and the text contains a lot of formatting. You create AutoText entries by adding selected text to the AutoText gallery.

Word can also automatically complete a word, phrase, or sentence for you after you've typed only a few characters. To do this, you first add the text entries in the AutoCorrect dialog box.

This can be done by two ways-

- Auto Correct and Auto Format
- Auto Text

4.7.1 AutoCorrect and Auto Format

To automatically correct common errors as you type, use the options in the AutoCorrect tab of the AutoCorrect dialog box to set up automatic correction of capitalization errors and commonly misspelled words. You can also create special characters. Various options are preset with Word, but you can delete and modify

existing entries. This document discusses the options available and how to make changes.

Accessing the AutoCorrect Dialog Box

1. From the **File** tab, click **Options** to open **Word Options**. Select **Proofing** on the left.

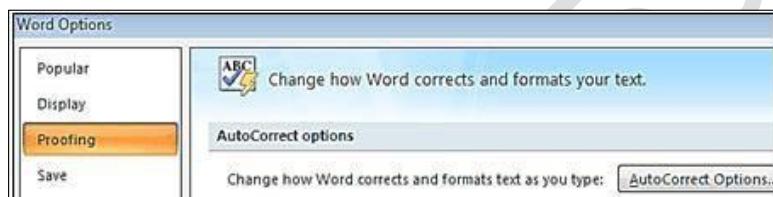


Figure 31 Options for Auto Correct

2. The **AutoCorrect** options dialog box appears, click the **Autocorrect** tab.

Selecting/Deselecting AutoCorrect Options

You can use the AutoCorrect options that are appropriate for your work while turning off the others. This table below shows the options and the automatic corrections Word makes when they are selected. These options can also be changed through the use of smart tags.

1. The **AutoCorrect** options are preceded by checkboxes.
2. Select the options you want to activate or not. A checkmark in the box indicates an option is selected and active.
3. Click **OK** to save changes.

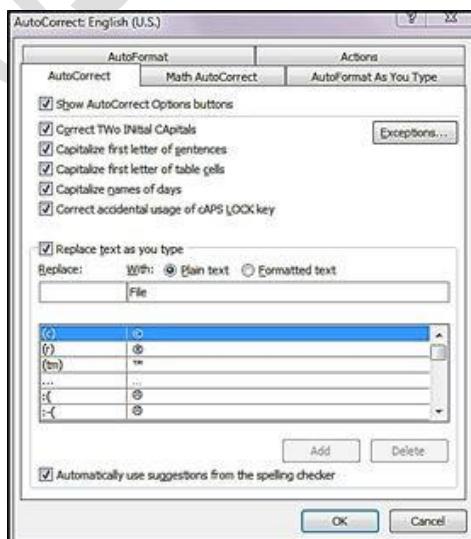


Figure 32 Auto Correct Dialog Box

The AutoCorrect dialog box offers the following customization options.

Table 2 Auto Correct Options

Option Selected	What You Type	AutoCorrection
Correct TWO INital CApitals	TOday's meeting was cancelled.	Today's meeting was cancelled.
Capitalize first letter of sentences	departmental budgets are due.	Departmental budgets are due.
Capitalize first letter of table cells	total cost	Total cost
Capitalize names of days	Our staff will meet thursday.	Our staff will meet Thursday.
Correct accidental usage of <u>CAPS LOCK</u> key	THE GRADES HAVE BEEN TURNED IN.	The grades have been turned in.
<u>Replace text</u> as you type	Your their academic advisor.	You're their academic advisor.
Automatically use suggestions from the spelling checker	n/a	Works in conjunction with the Replace text as you type option, replacing misspelled text with words from Word's dictionary.

- **Accidental usage of Caps Lock key correction:**

Correction occurs if the first letter is typed lowercase and following letters are uppercase, which is the case when Caps Lock is on and you press [Shift] to capitalize the first letter of a word. The correction makes the first letter uppercase and then turns off the Caps Lock. No correction will occur if the first letter is typed in caps.

- **Creating Exceptions to AutoCorrect Options**

The AutoCorrect feature can save you time during editing. However, if you have special abbreviations or company names that are exceptions to the rules Word uses in determining corrections, the AutoCorrect feature may seem like a nuisance. Word allows you to record these exceptions so you can take advantage of the AutoCorrect feature without worrying about words or phrases particular to your work.

- **First Letter**

Word normally capitalizes the next word after a period and a space. For example, if you use the abbreviation num. for number and type num. five, Word will correct it to num. Five. You can record your abbreviation as an exception so Word will not make the

correction.

- **I**nitial Caps

Word will automatically correct two initial capital letters. However, if you use a word or company name that has two initial capital letters, you would not want the correction made. For example, if you correspond with a company called REmax, when you type the name, Word will correct it to Remax. You can record a name or term as an exception so Word will not correct it.

Word does not correct two initial capital letters followed by a lowercase s (e.g., RNs).

To record exceptions:

1. Access the AutoCorrect dialog box. Select the **AutoCorrect** tab
2. Click **Exceptions...** The AutoCorrect Exceptions dialog box appears.
3. Select the appropriate tab
4. In the text box, type your exception. Click **Add** then click **OK** twice.

Overriding AutoCorrect

Word may sometimes automatically "correct" a word or phrase that you do not want changed. If you do not use the word often enough to warrant creating an exception, you can undo the individual **AutoCorrection** without changing AutoCorrect settings. You may also use this method to override **AutoFormatting** such as bulleted and numbered lists.

1. Move your mouse over the AutoCorrected word. A small rectangle appears under the first letter  **apple**
2. Move your mouse over this rectangle. A Smart Tag appears. Click the  to select the desired AutoCorrect option

Your options and the implications are listed here, using the example of automatically correcting a misspelled word.

Some AutoCorrect options include:

Undo Automatic Capitalization - Selecting this option affects only this occurrence of the capitalization in the current document

Stop Auto-capitalizing First Letter of Sentences - Selecting this option corrects this occurrence and turns off this option for all documents

Control AutoCorrect Options - Selecting this option takes you to the AutoCorrect dialog box, where you can choose from multiple AutoCorrect options that will affect all documents

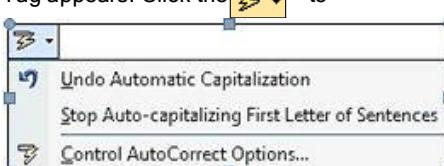


Figure 33 Control Auto Correct option

Creating Replacement Text Entries

Word provides several preset entries for commonly used plain text, formatted text, and misspelled words. In the AutoCorrect dialog box, you can view the list of preset entries by scrolling through the list. What you type appears on the left and Word's replacement text appears on the right. If you regularly use the copyright symbol or misspell words like achieve and knowledge, you will want to select this option. Word's preset entries can be added to, modified, or deleted, depending on your needs.

Considerations:

- If the name is typed in lowercase, it is not case sensitive.
- If the replacement text contains at least one uppercase letter, typing the text in all lowercase will not convert it completely.
- AutoCorrect can correct only one problem at a time.
EXAMPLE: If you are trying to type "America" and type "ameria," the AutoCorrection would be "Ameria." The AutoCorrect will only correct the capitalization and will not correct the spelling error. However, if you later use the

What You Type	AutoCorrection	What Was Corrected
Ameria	America	spelling
ameria	Ameria	capitalization only

spell checker, the spelling error will be detected.

When creating replacement text entries, two options are available: plain text and formatted text. The plain text is primarily phrases, while the formatted text can often be symbols. For formatted text, you must first select the text.

Creating a Replacement Text Entry: Plain Text

If you frequently type the same phrase in many of your Word documents, you can create a replacement text entry and save keystrokes.

1. Access the AutoCorrect dialog box. Select the **AutoCorrect** tab
2. In the Replace text box, type the keystrokes to be replaced - Type **DC**

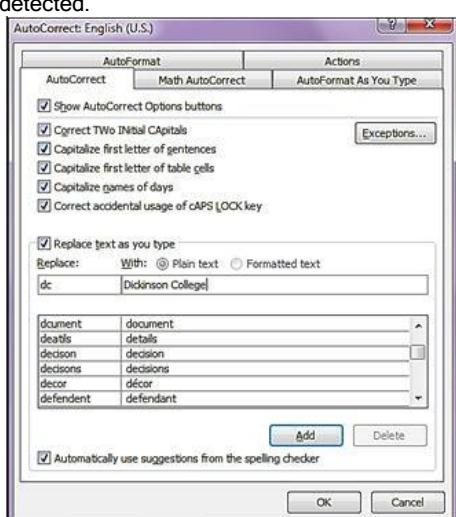


Figure 34 Creating Auto Correct Entry

3. In the With text box, type the words to be used as replacement text - **Dickinson College**
4. Click **Add** then click **OK**
Each time you type the keystrokes followed by [**Space**] or [**Enter**] they will be replaced by the text you specified. If desired, you can override the AutoCorrect options. Click **OK**

Creating a Replacement Text Entry: Formatted Text

If you regularly use a symbol in your documents, you can define the symbol as replacement text.

Considerations:

- If formatted text is selected, the symbol (or text) you selected in your document will retain its formatting (e.g., font and size).
- If you select Plain text, what you have selected in your document will be stored without formatting and will assume the formatting of your document when later inserted as replacement text.
- These options are available only when you are working with a selection in your document.

1. From the Insert command tab, in the Symbols group, select **Symbol**, select **More**
Symbols. The Symbol dialog box appears. Select the desired symbol
2. Click **Insert** then click **Close**. Select the symbol you just inserted
3. Access the AutoCorrect dialog box. The AutoCorrect dialog box appears.
4. Select the **AutoCorrect** tab. The selected symbol appears in the With text box.
5. Select **Formatted text or Plain text**
6. In the Replace text box, type the keystrokes to be replaced by the symbol
7. Click **Add** then Click **OK**
Each time you type the keystrokes followed by [**Space**] or [**Enter**] they will be replaced by the text you specified. If desired, you can override the AutoCorrect options. Click **OK**

Creating a Replacement Text Entry: Symbol Dialog Box Option

1. From the Insert command tab, in the Symbols group, select **Symbol**, select **More Symbols.** The Symbol dialog box appears. Select the desired symbol
2. Click **Autocorrect.** The AutoCorrect dialog box appears.
3. In the Replace text box, type the keystrokes to be replaced by the symbol
4. Select **Formatted text or Plain text**

- Click **Add** then Click **OK**. The Symbol dialog box appears. Click **Close**
Each time you type the keystrokes followed by [**Space**] or [**Enter**] they will be replaced by the text you specified.

Editing a Replacement Text Entry

You can make changes or corrections to your replacement text entries.

- Access the AutoCorrect dialog box. The AutoCorrect dialog box appears.
- Select the **AutoCorrect** tab
- From the scroll box, select the entry to be changed
- In the Replace and/or With text boxes, make the desired change(s)
- Click **Add** then click **OK**. Your old entry is replaced with the edited one. The revised entry will be used in all future text replacements. Click **OK**

Deleting a Replacement Text Entry

- Access the AutoCorrect dialog box. The AutoCorrect dialog box appears.
- Select the **AutoCorrect** tab.
- From the scroll box, select the entry to be deleted
- Click **Delete** then click **OK**. The entry is deleted. Click **OK** again.

AutoCorrect: AutoFormat

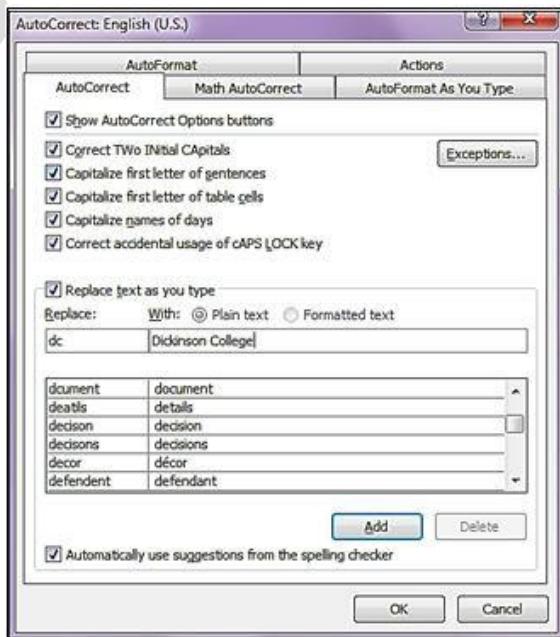
The AutoFormat tab applies formatting options in conjunction with the **AutoFormat As You Type** tab. This document shows you how AutoFormat can be turned on/off and how its various options affect your Word projects.

- Accessing the AutoFormat Tab & Unique Options on the AutoFormat Tab

Accessing the AutoFormat Tab

- From the **File** tab, click **Options**
- In the Categories pane, select **Proofing**
- In the AutoCorrect options section, click **AutoCorrect Options**.
- Select the **AutoFormat** tab
- Select the desired options. An option is selected and active when a checkmark appears before it.
When finished, click **OK**.

As with any AutoCorrect option,



you can override the formatting if you wish. To exit the Application Settings dialog box, click **OK**.

Unique Options on the AutoFormat Tab

Many AutoFormat tab options are identical to those found on the AutoFormat As You Type tab. The list below describes options that are unique to the AutoFormat tab.

List styles - Applies list styles to numbered, bulleted, outlines, and other lists. It replaces any numbers or bullets that were inserted manually

Other paragraph styles - Applies styles other than for headings and lists (e.g., body text)

Preserve styles - Retains the styles you have already applied in your document

Plain text e-mail documents - Formats e-mail messages when they are opened

4.7.2 Auto Text:

In order to add the auto text gallery you need to **add Auto text to Quick Access toolbar** and then **add entries to gallery** to auto complete your word

In Order to add Auto text to Quick Access Toolbar

- Go to File tab and choose Option
- Go to Quick access section in open window and choose all command choose command from drop down list

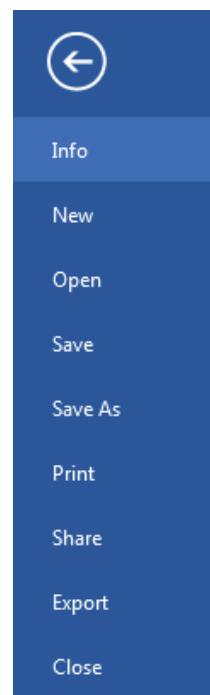
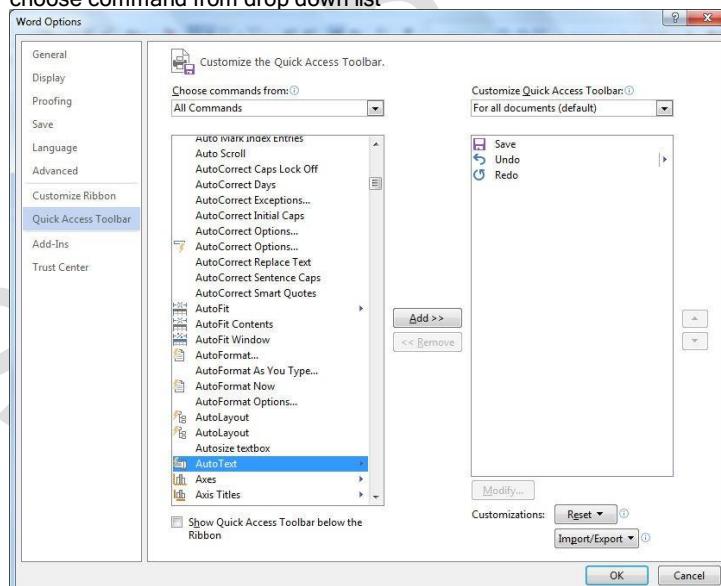


Figure 37 Auto Text Feature

- Choose add in order to add Auto text to Quick Access tool bar then click on ok
Now Auto text is added to your Quick Access tool bar

In order to add a new Auto Text entry

- Select the word that you want to add to gallery
- Choose AutoText in Quick Access Tool bar and click Save Selection to Auto Text galley
- You should fill out New Building Block



Figure 38 Auto Text Entry Button on Quick Access tool bar

Name ch

oose
good and unique name.

- Gallery** choose gallery which you want to add new entry.
- Category** choose category such as general or create new category.
- Description** add some description
- Save in** save place to show up
- Options :**
- Select '**Insert content in its own page**' in order to insert building block to a separate page
- Select '**Insert content in its own paragraph**' in order to insert building block to its own paragraph
- Select '**Insert content only**' in order to insert building block to text

Create or change an AutoText entry

AutoText entries must be at least five characters long if you want to insert the entry by using AutoComplete.

Create a new entry

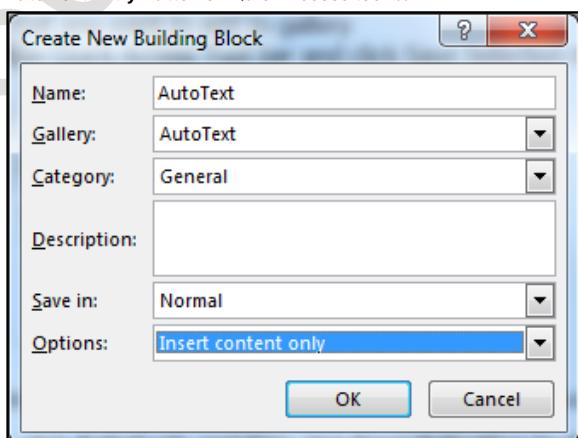


Figure 39 Creating a New Entry

1. Select the text or graphic you want to store as an AutoText entry. To store TE000128076 with the entry, include the paragraph mark ¶ in the selection.
2. On the **Insert** menu, point to **AutoText**, and then click **New**.
3. When Microsoft Word proposes a name for the AutoText entry, accept the name or type a new one.

If you plan to insert the entry by using AutoComplete, make sure the name contains at least four characters because Word inserts an entry only after four characters have been typed.

Change an entry

1. Insert the AutoText entry into the document.
- AutoText entries are divided into categories such as **Closing** or **Salutation**. Check the **Normal** category for entries you've created unless you know they are stored under another category.
- a. Click in the document where you want to insert the AutoText entry.
 - b. On the **Insert** menu, point to **AutoText**, and then point to the type of entry you want to insert.
 - c. Click the name of the AutoText entry you want.

Tips

i) You can also use a shortcut to insert an AutoText entry. First, turn on AutoComplete (point to **AutoText** on the **Insert** menu, click **AutoText**, and then select the **Show AutoComplete suggestions** check box). In your document, type the first few characters in the AutoText entry's name. When Microsoft Word suggests the complete AutoText entry, press **ENTER** or **F3** to accept the entry.

If the AutoText entry contains a graphic without text, press **F3** to accept the entry.

To reject the AutoText entry, keep typing.

ii) The entries in the lists on the **AutoText** menu and the **AutoText toolbar** correspond to the language of the text that your insertion point is positioned in. For example, if you are typing French in the English version of Word, the AutoText entries that appear on the menu and on the toolbar list will be in French, but the ones on the **AutoText tab** in the **AutoCorrect dialog box** will be in English.

To insert AutoText entries in the language you're typing in, use the **AutoText** menu (point to **AutoText** on the **Insert** menu) or click **All Entries** on the **AutoText** toolbar. To insert AutoText entries in the language version of Word that you are using, use the **AutoText** tab in the **AutoCorrect dialog box** (point to **AutoText** on the **Insert** menu, and then click **AutoText**).

Also note that if you insert an AutoText field by using the **Field Options** dialog box (**Insert** menu, **Fieldcommand**), the **Field Options** dialog box, like the **AutoText** tab, reflects the language version of Word that you are using, not the language you are typing in.

2. Make the changes you want.

3. Select the revised AutoText entry.

- o To store TE000128076 with the entry, include the paragraph mark (¶) in the selection.

4. On the **Insert** menu, point to **AutoText**, and then click **New**.

5. Type the original name of the AutoText entry.

Rename an entry

1. On the **Tools** menu, click **Templates and Add-Ins**.

2. Click **Organizer**, and then click the **AutoText** tab.

3. In the **In** box on the left, click the entry you want to rename, and then click **Rename**.

4. In the **Rename** dialog box, type a new name for the entry.

5. Click **OK**, and then click **Close**.

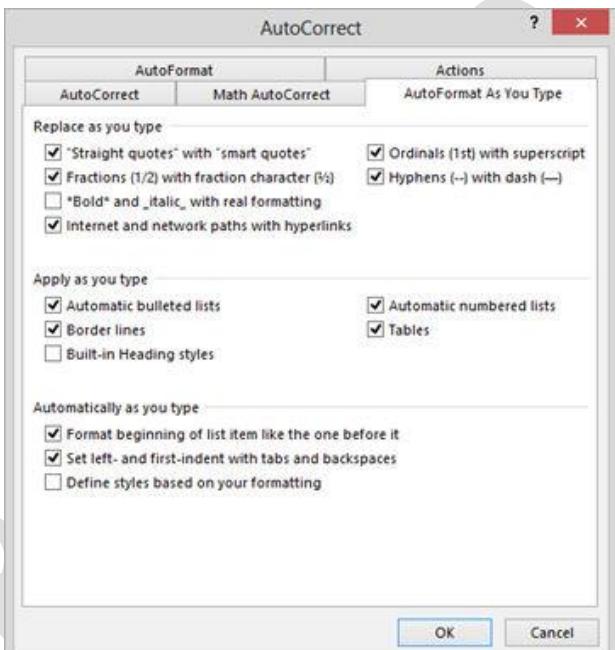


Figure 40 Auto Text Options

CHAPTER-5

Formatting text

The appearance of your documents helps to convey their message. Microsoft Word 2013 can help you develop professional-looking documents whose appearance is appropriate to their contents. You can easily format words and paragraphs so that key points stand out and the structure of your document is clear. You can also change the look of major elements within a document by applying predefined sets of formatting called *styles*, and you can change the look of selected text by applying predefined combinations called *text effects*. In addition, you can change the fonts, colors, and effects throughout a document with one click by applying a theme.

5.1 Applying styles to text

You don't have to know much about character and paragraph formatting to be able to format your documents in ways that will make them easier to read and more professional looking. With a couple of mouse clicks, you can easily change the look of words, phrases, and paragraphs by using styles. More importantly, you can structure a document by applying styles that are linked to outline levels. In doing so, you build a document outline that is reflected in the Navigation pane and can be used to create a table of contents.

Styles can include character formatting (such as font, size, and color), paragraph formatting (such as line spacing and outline level), or a combination of both. Styles are stored in the template that is attached to a document. By default, blank new documents are based on the Normal template. The Normal template includes a standard selection of styles that fit the basic needs of most documents. These styles include nine heading levels, various text styles including those for multiple levels of bulleted and numbered lists, index and table of contents entry styles, and many specialized styles such as those for hyperlinks, quotations, placeholders, captions, and other elements.

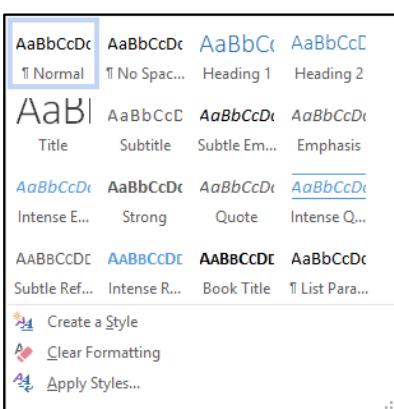


Figure 41- The Styles gallery in a new, blank document based on the Normal template.

By default, Word makes the most common predefined styles available in the Styles gallery on the Home tab.

Styles can be used for multiple purposes: to affect the appearance of the content, to build a document outline, and to tag content as a certain type so that you can easily locate it.

The screenshot shows the Microsoft Word ribbon with the Home tab selected. The Styles gallery is open, displaying a list of predefined styles: Heading 1, Heading 2, Heading 3, Heading 4, Heading 5, Heading 6, Body Text, and Paragraph. The 'Heading 1' style is currently selected. The main content area shows a document about office facilities, with various sections and sub-sections formatted using different styles.

Section	Content
Facilities	The Consolidated Messenger front office and lobby is located at the front of the building. It serves as the main entrance for our office employees and our customers.
Office	The front office space consists of a counter with three stations, each with a computer terminal with high-speed connections. The lobby provides a package preparation area and bins of retail items (envelopes, tape, marking pens, etc.) for customers, and a bank of mailboxes. The waste receptacles in the package preparation area should be emptied every night or more often as needed to ensure a neat appearance. Retail bins should be checked and restocked throughout the day as needed. Employees are responsible for both of these activities.
Warehouse	The rear of the building contains the warehouse, which occupies the major portion of the building space. The warehouse is divided into four separate areas: Receiving, Packaging, and Inventory storage: <ul style="list-style-type: none">The Receiving area consists of two loading docks (also used for shipping) and a 12 x 12 ft. area with racks for holding incoming packages. The racks are divided by shipping company.The Shipping area just opposite the Receiving area shares the loading docks and also has a 12 x 12 ft. area with racks for holding packages waiting to be shipped. The racks are divided by shipping company.The Packaging area has two tables, and two racks that contain various materials such as bubble wrap, tape, Styrofoam peanuts, and labeling materials.The Inventory area has three racks for overflow supplies.
Phone System	The phone system in the office has an intercom and a direct connection to external lines.

Figure 42- Heading styles define a document's outline.

Styles stored in a template are usually based on the Normal style and use only the default body and heading fonts associated with the document's theme, so they all go together well. For this reason, formatting document content by using styles produces a harmonious effect. After you apply styles from the current style set, you can easily change the look of the entire document by switching to a different style set, which associates different formatting rules with the same styles. So if you have applied the Heading 1 style to a paragraph, you can change its formatting simply by changing the style set.

Style sets are available from the Document Formatting menu on the Design tab.

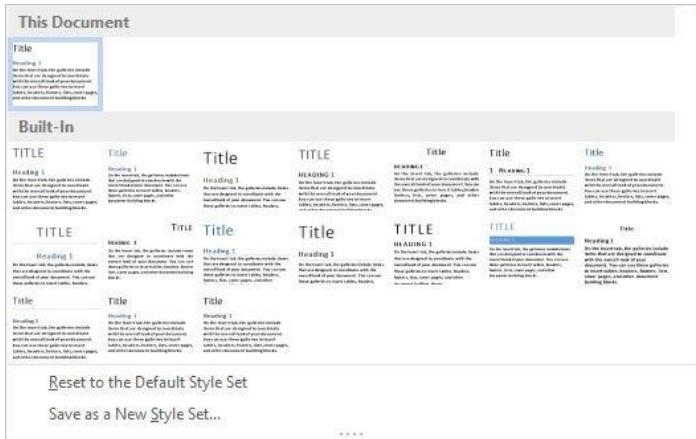
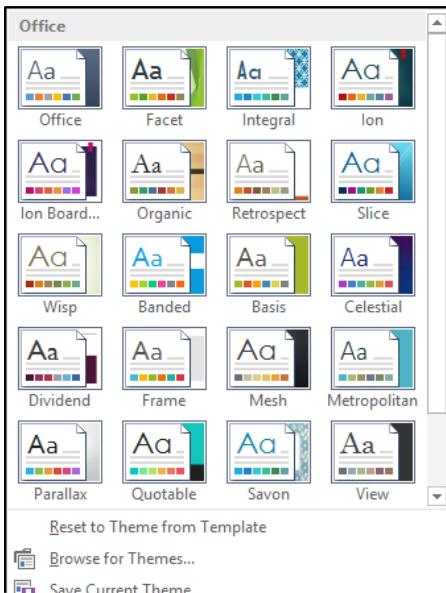


Figure 43- Pointing to a style set in the gallery displays a live preview of the effects of applying that style set to the entire document.

TIP Style sets provide a quick and easy way to change the look of an existing document. You can also modify style definitions by changing the template on which the document is based.

5.2 Changing a document's theme

Every document you create is based on a template, and the look of the template is controlled by a theme. The theme is a combination of coordinated colors, fonts, and effects that visually convey a certain tone. To change the look of a document, you can apply a different theme by clicking the Themes button in the Document Formatting group on the Design tab, and then making a selection in the Themes gallery. If you like the background elements of one theme but not the colors or fonts, you can mix and match theme elements. First apply the theme that most closely resembles the look you want, and then select colors and fonts from the Theme Colors and Theme Fonts galleries in the Document Formatting group.



In addition to colors and fonts, you can control more subtle elements such as paragraph spacing and visual effects that are associated with a theme.

If you create a combination of theme elements that you would like to be able to use with other documents, you can save the combination as a new theme. By saving the theme in the default Document Themes folder, you make the theme available in the Themes gallery. However, you don't have to store custom themes in the Document Themes folder; you can store them anywhere on your hard disk, on removable media, or in a network location. To use a theme that is stored in a different location, click Browse For Themes at the bottom of the Themes menu, locate the theme you want in the Choose Theme Or Themed Document dialog box, and then click Open to apply that theme to the current document.

TIP The default Document Themes folder is stored within your user profile. On a default freestanding installation, the folder is located at C:\Users\<user name>\AppData\Roaming\Microsoft\Templates\Document Themes. In a corporate environment with managed computer configurations, the user profile folder might be located elsewhere. To find the location of your Document Themes folder, click Save Current Theme at the bottom of the Themes menu and then in the Save Current Theme dialog box, click the icon at the left end of the address bar to display the full path to the Document Themes folder.

By default, Word applies the Office theme to all new, blank documents. In Word 2013, the Office theme uses a primarily blue palette, the Calibri font for body text, and Calibri Light for headings. You can make a different theme the default by applying the theme you want and then clicking Set As Default in the Document Formatting group.

TIP If multiple people create corporate documents for your company, you can ensure that everyone's documents have a common look and feel by assembling a custom theme and making it available to everyone. Use theme elements that reflect your corporate colors, fonts, and visual style, and then save the theme to a central location or send the theme file by email and instruct your colleagues to save it to the default Document Themes folder.

5.3 Manually changing the look of characters

Word 2013 makes changing the look of content in a styled document almost effortless. But styles and themes can't do everything. To be able to precisely control the look of your text, you need to know how to manually change individual elements.

When you enter text in a document, it is displayed in a specific font. By default, the font used for text in a new blank document is 11-point Calibri, but you can change the font of any element at any time.

The available fonts vary from one computer to another, depending on the programs installed. Common fonts include Arial, Verdana, and Times New Roman.

You can vary the look of a font by changing the following attributes:

- **Size** Almost every font comes in a range of sizes, which are measured in points from the top of letters that have parts that stick up (ascenders), such as h, to the bottom of letters that have parts that drop down (descenders), such as p. A point is approximately 1/72 of an inch (about 0.04 centimeters).
- **Style** Almost every font has a range of font styles. The most common are regular (or plain), italic, bold, and bold italic.
- **Effects** Fonts can be enhanced by applying effects, such as underlining, small capital letters (small caps), or shadows.
- **Color** A palette of coordinated colors is available, and you can also specify custom colors.
- **Character spacing** You can alter the spacing between characters by pushing them apart or squeezing them together.

Although some attributes might cancel each other out, they are usually cumulative. For example, you might use a bold font style in various sizes and various shades of green to make words stand out in a newsletter. Collectively, the font and its attributes are called *character formatting*.

You apply character formatting from one of three locations:

- **Mini Toolbar** Several common formatting buttons are available on the Mini Toolbar that appears when you select text.

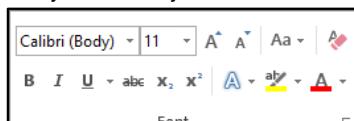
The Mini Toolbar appears temporarily when you select text, becomes transparent when you move the pointer away from the selected text, and then disappears entirely.



Figure 45 Mini toolbar for Formatting

- **Font group on the Home tab-** This group includes buttons for changing the font and most of the font attributes you are likely to use.

- **Font dialog box-** Less-commonly applied attributes



such as small caps and special underlining are available from the Font dialog box, which you display by clicking the Font dialog box launcher.

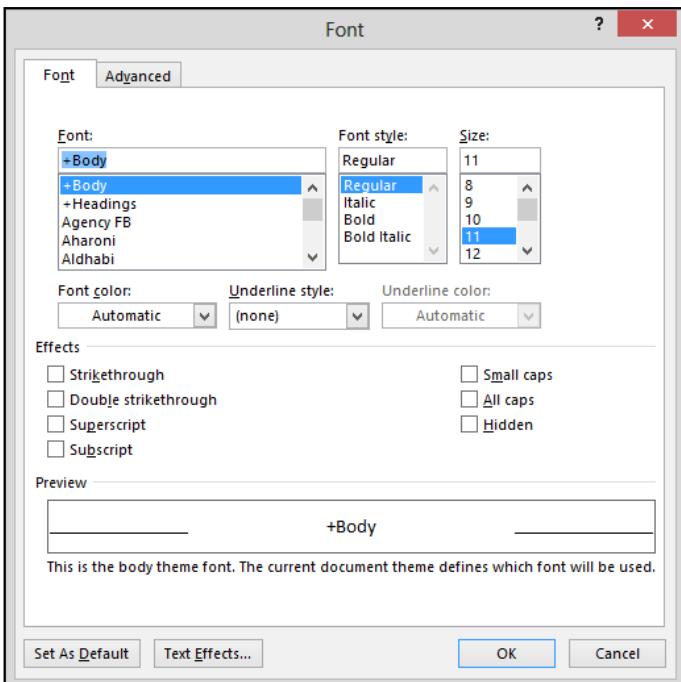


Figure 47 Most font attributes are set from the Font page of the dialog box, except character spacing and OpenType attributes, which are set on the Advanced page.

In addition to applying character formatting to change the look of characters, you can apply predefined text effects to a selection to add more zing. Clicking the Text Effects And Typography button in the Font group on the Home tab displays a gallery of effects matched to the current theme colors.

You can apply any predefined effect in the gallery to selected text, or you can click options below the gallery and define a custom effect.

These effects are dramatic, so you'll probably want to restrict their use to document titles and similar elements to which you want to draw particular attention.

5.4 Manually changing the look of paragraphs



A paragraph is created by entering text and then pressing the Enter key. A paragraph can contain one word, one sentence, or multiple sentences. You can change the look of a paragraph by changing its indentation, alignment, and line spacing, as well as the space before and after it. You can also put borders around it and shade its background. Collectively, the settings you use to vary the look of a paragraph are called *paragraph formatting*.

In Word, you don't define the width of paragraphs and the length of pages by defining the area occupied by the text; instead you define the size of the white space—the left, right, top, and bottom margins—around the text. You click the Margins button in the Page Setup group on the Page Layout tab to define these margins, either for the whole document or for sections of the document.

Although the left and right margins are set for a whole document or section, you can vary the position of the paragraphs between the margins. The quickest way to indent a paragraph from the left is to click the Increase Indent button; clicking the Decrease Indent button has the opposite effect.

TIP *You cannot increase or decrease the indent beyond the margins by using the Increase Indent and Decrease Indent buttons. If you do need to extend an indent beyond the margins, you can do so by setting negative indentation measurements in the Paragraph dialog box.*

Another way to control the indentation of lines is by dragging markers on the horizontal ruler to indicate where each line of text starts and ends. You can set four individual indent markers for each paragraph:

- **First Line Indent** The paragraph's first line of text begins at this marker.
- **Hanging Indent** The paragraph's second and subsequent lines of text begin at this marker at the left end of the ruler.
- **Left Indent** The left side of the paragraph aligns with this marker.
- **Right Indent** The paragraph text wraps when it reaches this marker at the right end of the ruler.

You display the horizontal and vertical rulers by selecting the Ruler check box in the Show group on the View tab.

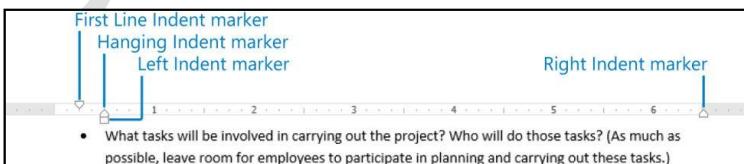


Figure 49 You can manually change a paragraph's indentation by moving the indent markers on the horizontal ruler.

Setting a right indent indicates where the lines in a paragraph should end, but sometimes you might want to specify where only one line should end. For example, you might want to break a title after a specific word to make it look balanced on the page. You can end an individual line by inserting a text wrapping break (more commonly known as a *line break*). After positioning the cursor where you want the break to occur, click the Breaks button in the Page Setup group on the Page Layout tab, and then click Text Wrapping. Word indicates the line break with a bent arrow (visible when hidden formatting symbols are shown). Inserting a line break does not start a new paragraph, so when you apply paragraph formatting to a line of text that ends with a line break, the formatting is applied to the entire paragraph, not only to that line.

KEYBOARD SHORTCUT Press Shift+Enter to insert a line break.

You can also determine the positioning of a paragraph between the left and right margins by changing its alignment. There are four paragraph alignment options:

- **Align Left** Aligns each line of the paragraph at the left margin, with a ragged right edge

KEYBOARD SHORTCUT Press Ctrl+L to left-align a paragraph.

- **Center** Aligns the center of each line in the paragraph between the left and right margins, with ragged left and right edges

KEYBOARD SHORTCUT Press Ctrl+E to center-align a paragraph.

- **Align Right** Aligns each line of the paragraph at the right margin, with a ragged left edge

KEYBOARD SHORTCUT Press Ctrl+R to right-align a paragraph.

- **Justify** Aligns each line between the margins and modifies the spacing within the line to create even left and right edges

KEYBOARD SHORTCUT Press Ctrl+J to justify a paragraph.

TIP If you know that you want to create a centered paragraph, you don't have to type the text and then align the paragraph. You can use the Click And Type feature to create appropriately aligned text. Move the pointer to the center of a blank area of the page, and when the pointer's shape changes to an I-beam with centered text attached, double-click to insert the cursor in a centered paragraph. Similarly, you can double-click at the left edge of the page to enter left-aligned text and at the right edge to enter right-aligned text.

You can align lines of text in different locations across the page by using tab stops. The easiest way to set tab stops is to use the horizontal ruler. By default, Word sets left-aligned tab stops every half inch (1.27 centimeters). To set a custom tab stop, start by clicking the

Tab button located at the left end of the ruler until the type of tab stop you want appears.



Figure 50 The tab options.



Figure 51 The ruler displays the custom tab stops for the selected paragraph.

You have the following options:

- **Left Tab** Aligns the left end of the text with the tab stop
- **Center Tab** Aligns the center of the text with the tab stop
- **Right Tab** Aligns the right end of the text with the tab stop
- **Decimal Tab** Aligns the decimal point in the text (usually a numeric value) with the tab stop
- **Bar Tab** Draws a vertical line at the position of

the tab stop

After selecting the type of tab stop you want to set, simply click the ruler where you want the tab stop to be. Word then removes any default tab stops to the left of the one you set.

To change the position of an existing custom tab stop, drag it to the left or right on the ruler. To delete a custom tab stop, drag it away from the ruler. Or, if you find it too difficult to "grab" the tab stops on the ruler, you can set, clear, align, and format tab stops from the Tab dialog box, which you open by clicking the Tabs button at the bottom of the Paragraph dialog box. You might also work from this dialog box if you want to use tab leaders—visible marks such as dots or dashes connecting the text before the tab with the text after it. For example, tab leaders are useful in a table of contents to carry the eye from the text to the page number.

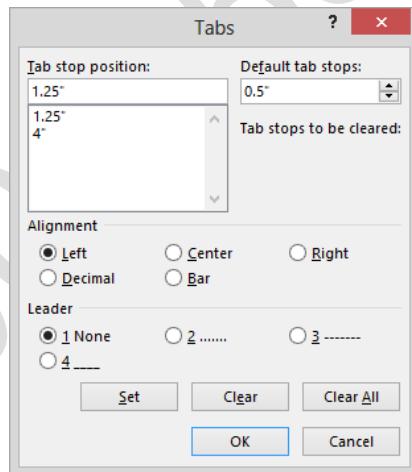
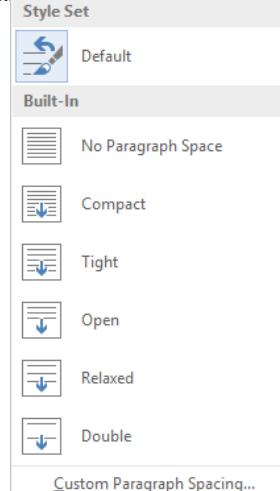


Figure 52 You can specify the alignment and leader for each tab stop.



To align the text to the right of the cursor with the next tab stop, press the Tab key. The text is then aligned on the tab stop according to its type. For example, if you set a center tab stop, pressing Tab moves the text so that its center is aligned with the tab stop.

To make it obvious where one paragraph ends and another begins, you can add space between them. There are several methods for adjusting paragraph spacing within a document:

- o To set the spacing for all paragraphs in a document, choose from the Paragraph Spacing options in the Document Formatting group on the Design tab.

- o To set the spacing for only selected paragraphs, adjust the Spacing Before and Spacing After settings in the Paragraph group on the Page Layout tab.

- o To make a quick adjustment to selected paragraphs, click the paragraph spacing commands on the Line And Paragraph Spacing menu that is available in the Paragraph group on the Home tab.

When you want to make several adjustments to the alignment, indentation, and spacing of

selected paragraphs, it is sometimes quicker to use the Paragraph dialog box than to click buttons and drag markers. Clicking the Paragraph dialog box launcher on either the Home tab or the Page Layout tab opens the Paragraph dialog box.

You can do a lot with the options in the Paragraph dialog box, but to make a paragraph really stand out, you might want to put a border around it or shade its background. (For real drama, you can do both.) Clicking the Border arrow in the Paragraph group on the Home tab displays

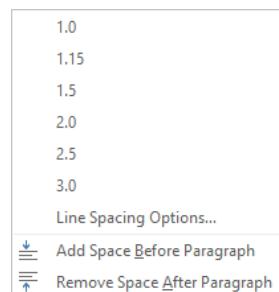


Figure 54 You can set internal line spacing or add or remove external space from this menu.

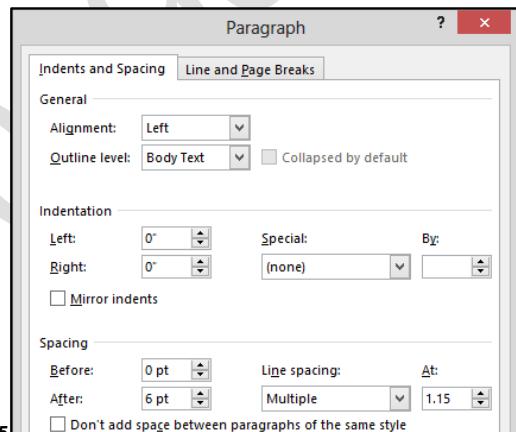
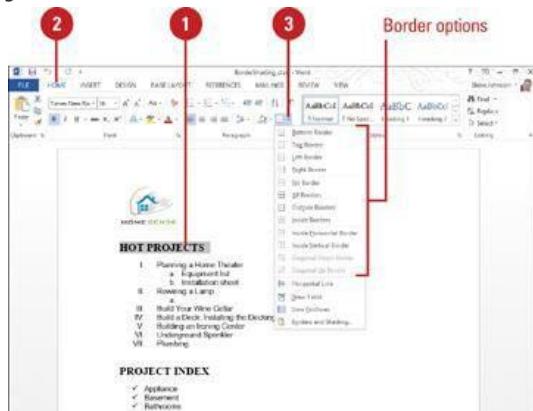


Figure 55 The Paragraph dialog box lets you make several adjustments to the alignment, indentation, and spacing of paragraphs at once.



a menu of border options. You can select a predefined border from the Borders menu, or click Borders And Shading at the bottom of the menu to display the Borders And Shading dialog box, in which you can select the style, color, width, and location of the border.

You can customize many aspects of the border. By clicking Options you can set the specific distance between the paragraph text and border.

5.5 Applying Borders and Shading

To enhance the appearance of the text in a paragraph, you can quickly add a border and shading to selected text. When you add a border, you can specify what sides you want to include or exclude. For example, you can add a border on just the top and the bottom and leave the sides open. Shading colors the background behind the selected text or paragraph. If you

want to customize borders and shading by changing line style, color, and width preferences, you can make changes in the Borders and Shading dialog box.

5.5.1 Apply a Border

- Select the paragraph text you want to format.
- Click the Home tab.
- Click the Borders and Shading button arrow, and then click

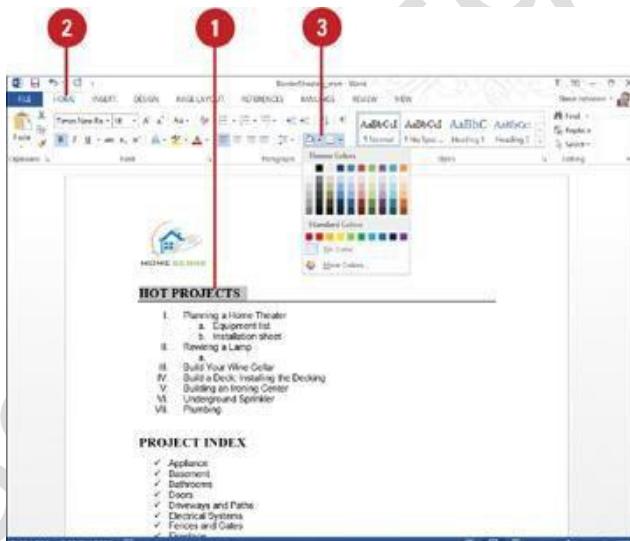
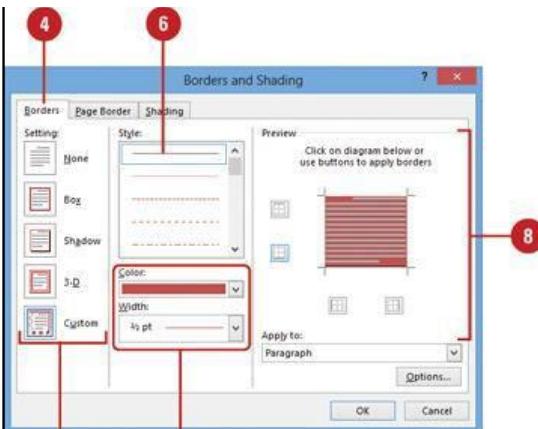


Figure 57 Border Colour



to select the border commands to add or remove a border.

5.5.2 Apply Paragraph Shading

- Select the paragraph text you want to format.
- Click the Home tab.
- Click the Shading button arrow, and then click to select the shading color you want to apply to the selected text.

5.5.3 Apply Paragraph Shading and Borders

1. Select the paragraph text you want to format.
2. Click the Home tab.
3. Click the Borders and Shading button arrow, and then click Borders and Shading.
4. Click the Borders tab.
5. Click to select the type of Setting you want for your border.
6. Click to select the type of Style.
7. Apply any other options you want.
8. Look in the preview box to see the new border.
9. Click the Shading tab.
10. Click to select the shading fill color you want to apply to your table.
11. Apply any other options you want.
12. Look in the preview box to see the new shading color.
13. Click OK.

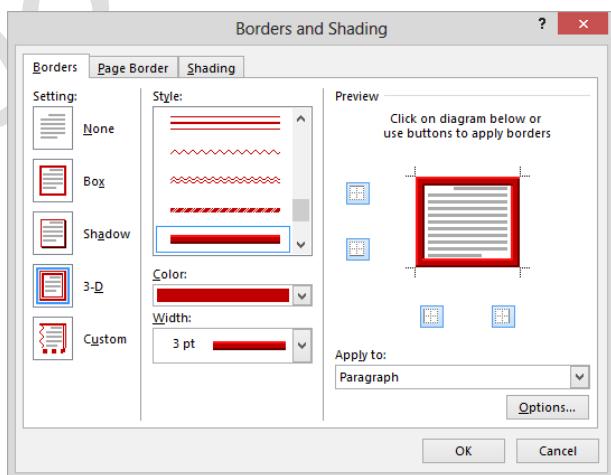


Figure 59 Border and Shading Dialog

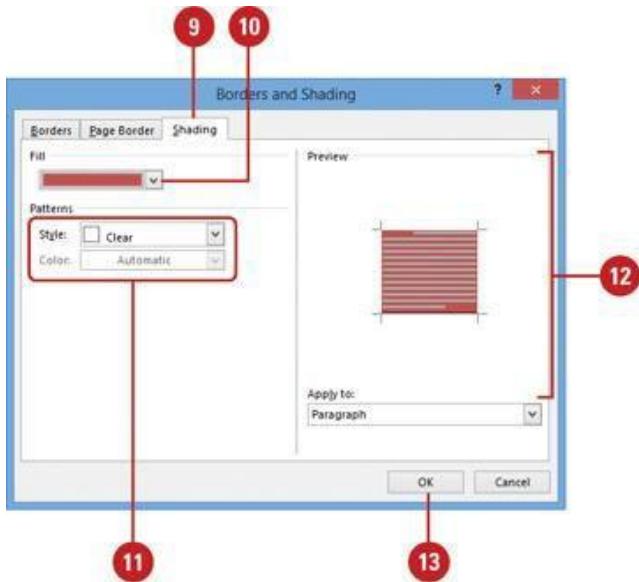


Figure 60 Shading Dialog

5.6 Creating and modifying lists

Lists are paragraphs that start with a character and are formatted with a hanging indent so that the characters stand out on the left end of each list item. Fortunately, Word takes care of the formatting of lists for you. You simply indicate the type of list you want to create. When the order of items is not important—for example, for a list of people or supplies a bulleted list is the best choice. And when the order is important—for example, for the steps in a procedure—you will probably want to create a numbered list.

You can format an existing set of paragraphs as a list or create the list as you enter information into the document.

To format a new list item as you enter content, start the paragraph as follows:

- **Bulleted list** Enter * (an asterisk) at the beginning of a paragraph, and

then press the Spacebar or the Tab key before entering the list item text.

- **Numbered list** Enter 1. (the number 1 followed by a period) at the beginning of a paragraph, and then press the Spacebar or the Tab key before entering the list item text.

When you start a list in this fashion, Word automatically formats it as a bulleted or numbered list. When you press Enter to start a new item, Word continues the formatting to the new paragraph. Typing items and pressing Enter adds subsequent bulleted or numbered items. To end the list, press Enter twice; or click the Bullets arrow or Numbering arrow in the Paragraph group on the Home tab, and then in the library, click None.

TIP If you want to start a paragraph with an asterisk or number but don't want to format the paragraph as a bulleted or numbered list, click the AutoCorrect Options button that appears after Word changes the formatting, and then in the list, click the appropriate Undo option. You can also click the Undo button on the Quick Access Toolbar.

If you want to create a list that has multiple levels, start off by creating the list in the usual way. Then when you want the next list item to be a level lower (indented more), press the Tab key at the beginning of that paragraph, before you enter the lower-level list item text. If you want the next list item to be a level higher (indented less), press Shift+Tab at the beginning of the paragraph. In the case of a bulleted list, Word changes the bullet character for each item level. In the case of a numbered list, Word changes the type of numbering used, based on a predefined numbering scheme.



Figure 61 Bullets and numbering

If you create a set of paragraphs containing a series of items and then decide you want to turn the set into a list, you can select the paragraphs and then click the Bullets, Numbering, or Multilevel List button in the Paragraph group on the Home tab.

After you create a list, you can modify, format, and customize the list as follows:

- You can move items around in a list, insert new items, or delete unwanted items. If the list is numbered, Word automatically updates the numbers.

- You can modify the indentation of the list by dragging the indent markers on the horizontal ruler. You can change both the overall indentation of the list and the relationship of the first line to the other lines.

5.6.1 Create a multilevel list

A multilevel list shows the list items at different levels rather than at one level.

- 1. Lorem
 - 1.1. Ipsum
 - 1.1.1. Dolor

You can pick a multilevel list style from the gallery, or you can create a new multilevel list style.

5.6.2 Choose a multilevel list style from the gallery

1. Click where you want to begin your list.
2. On the **Home** tab, in the **Paragraph** group, click the arrow next to **Multilevel List**.
3. Click a multilevel list style in the gallery of styles.
4. Type your list. Press the TAB key or SHIFT+TAB to change levels.



Figure 62 Multilevel list

5.6.3 Create a new multilevel list style to add to the gallery

If the multilevel list styles in the gallery aren't what you are looking for, you can create and define a new multilevel list style. You can use your new list style each time you begin a new multilevel list in a document. The new list style is added automatically to the gallery of list styles.

1. On the **Home** tab, in the **Paragraph** group, click the arrow next to **Multilevel List**.

2. Click **Define New Multilevel List**.

Beginning with level 1, enter your number format, font, and position choices. Continue to define each level that you want to use in your multilevel list.

NOTE When you define a multilevel list style, you can mix numbers and bullets in the same list. For example, in the **Number style for this level** box, you can scroll down and click a bullet style for a particular level.

3. Click **OK**.

The multilevel list style that you defined is automatically set as the current multilevel list style.

NOTE To move a multilevel item to a different numbering level, select the item, click the arrow next to **Bullets or Numbering** in the **Paragraph** group on the **Home** tab, point to **Change List Level**, and then click the list level to which you want to move the list item.

5.6.4 Defining new styles

What is the difference between the **Define New Multilevel List** and **Define New List Style** commands? The **Define New Multilevel List** command is convenient for creating and saving a list style that you won't ever change or that you will use in a single document. You can use the **Define New List Style** command to change the style design you created. If you use the **Define New List Style** command to define a new list style and then you make changes to the style, every instance of that list style is updated in the document.

5.6.5 Advance the numbering manually in a list

Certain numbered lists — for example, legal lists — require the ability to change a number manually and for Word to correctly change the numbers that follow. You can use the **Set Numbering Value** option to change a number manually while Word renames the list that follows.

1. Right-click the number in the list that you want to change.
2. Click **Set Numbering Value** and then do one of the following:

- Click **Start new list** and change the value of the selected number in the **Set value to** box.
- Click **Continue from previous list**, select the **Advance value (skip numbers)** check box, and then change the value of the selected number in the **Set value to** box that corresponds to the level of the number that you selected.

5.7 Controlling what appears on each page

When a document includes more content than will fit between its top and bottom margins, Word creates a new page by inserting a *soft page break* (a page break that moves if the preceding content changes). If you want to break a page in a place other than where Word would normally break it, you can insert a manual page break in one of three ways:

- Click **Page Break** in the **Pages** group on the **Insert** tab.
- Click **Breaks** in the **Page Setup** group on the **Page Layout** tab, and then click **Page**.
- Press **Ctrl+Enter**.

TIP As you edit the content of a document, Word changes the location of the soft page breaks, but not of any manual page breaks that you insert.

If a paragraph breaks so that most of it appears on one page but its last line appears at the top of the next page, the line is called a *widow*. If a paragraph breaks so that its first line appears at the bottom of one page and the rest of the paragraph appears on the next page, the line is called an *orphan*. These single lines of text can make a document hard to read, so by default, Word specifies that a minimum of two lines should appear at the top and bottom of each page. As with so many other aspects of the program, however, you have control over this setting. On the **Line And Page Breaks** page of the **Paragraph** dialog box, you can specify whether widows and orphans are controlled or permitted. You can also change the following options:

- **Keep with next** This option controls whether Word will break a page between the paragraph and the following paragraph.
- **Keep lines together** This option controls whether Word will break a page within the paragraph.
- **Page break before** This option controls whether Word will break a page before the paragraph.

TIP You can apply these options to individual paragraphs, or you can incorporate them into the styles you define for document elements such as headings. For information about styles, see “Creating custom styles and templates” in Chapter 16, “Work in Word more efficiently.”

When you want to format part of a document differently from the rest, for example with page layout settings that are different from the surrounding text, you do so by inserting section breaks above and below it. A common example of this is when you need to print a wide table on a page with a Landscape orientation within a report that has a Portrait page orientation.

TIP *Formatting selected text in columns automatically inserts section breaks.*

You insert a section break by clicking Breaks in the Page Setup group on the Page Layout tab and then selecting from the following section types:

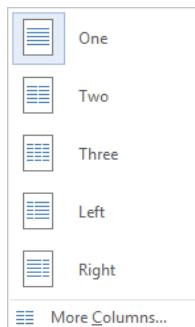
- **Next Page** Starts the following section on the next page
- **Continuous** Starts a new section without affecting page breaks
- **Even Page** Starts the following section on the next even-numbered page
- **Odd Page** Starts the following section on the next odd-numbered page

When hidden formatting marks are displayed, a section break appears in Print Layout view as a double-dotted line from the preceding paragraph mark to the margin, with the words *Section Break* and the type of section break in the middle of the line.

TIP To remove a page or section break, click at the left end of the break, or select the break, and then press the Delete key.

5.8 Presenting information in columns

By default, Microsoft Word 2013 displays text in one column that spans the width of the page between the left and right margins. You can specify that text be displayed in two, three, or more columns to create layouts like those used in newspapers and magazines. When you format text to flow in columns, the text fills the first column on each page and then moves to the top of the next column. When all the columns on one page are full, the text moves to the next page. You can manually indicate where you want the text within each column to



end.

The **Columns** gallery in the **Page Setup** group on the **Page Layout tab** displays several standard options for dividing text into columns. You can choose one, two, or three columns of equal width or two columns of unequal width. If the standard options don't suit your needs, you can specify the number and width of columns. The number of columns is limited by the width and margins of the page. Each column must be at least a half inch (or 0.27 centimeter) wide. No matter how you set up the columns initially, you can change the layout or column widths at any time.

You can format an entire document or a section of a document in columns. When you select a section of text and format it in columns, Word inserts *section breaks* at the beginning and

end of the selected text to delineate the area in which the columnar formatting is applied. Within the columnar text, you can insert *column breaks* to specify where you want to end one column and start another. Section breaks and column breaks are visible when you display hidden formatting marks in the document.

4

You apply character and paragraph formatting to columnar text in the same way

you do to any other text. Here are some formatting tips for columnar text:

Figure 64 The **Columns** gallery displays the predefined options.

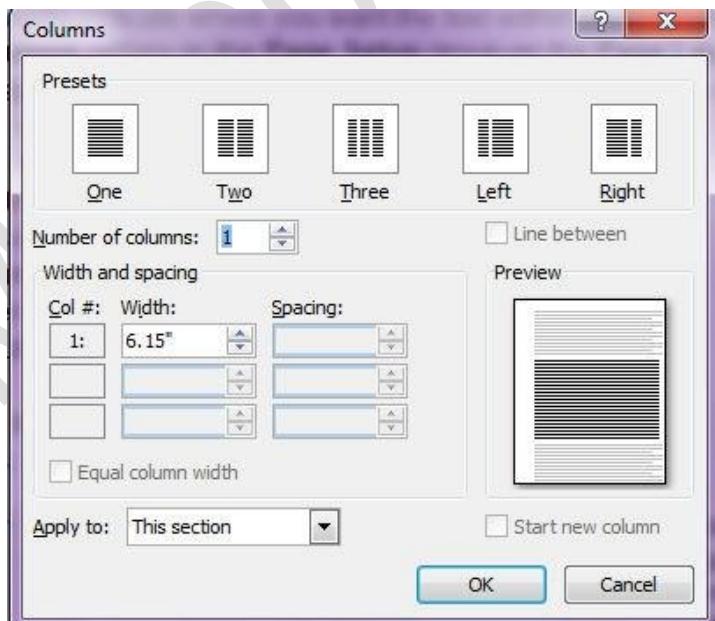
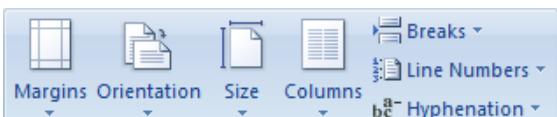


Figure 65 More options..... of Column



- When presenting text in columns, you can justify the paragraphs to give the page a clean and organized appearance.

Figure 66 Hyphenation Option in Page setup

- To more completely fill columns with text and lessen the amount of white space within a line, you can have Word hyphenate the text and break longer words into syllables.

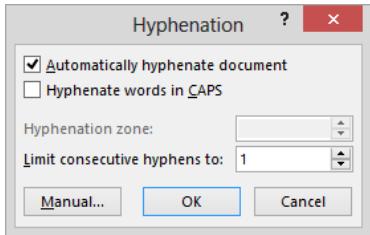


Figure 67- Hyphnaton

When hyphenating a document, you can specify whether you want to allow stacked hyphens at the ends of consecutive lines of a paragraph.

CHAPTER-6

Working with Table, Chart and Excel Spreadsheet in MSWord

6.1 Presenting information in tables

A table is a structure of vertical columns and horizontal rows.

Each column and each row can be identified by a heading, although some tables have only column headings or only row headings. The box at the junction of each column and row is a *cell* in which you can store data (text or numeric information).

6.1.1 Creating Table

You can create tables in a Word document in the following ways:

- To create a blank table of up to 10 columns and eight rows, click Table on the Insert tab. This displays the Insert Table gallery and menu. The gallery is a simple grid that represents columns and rows of cells. Pointing to a cell in the grid outlines the cells that would be included in a table created by clicking that cell and displays a live preview of the prospective table.

Clicking a cell in the grid inserts an empty table the width of the text column. The table has the number of rows and columns you indicated in the grid, with all the rows one line high and all the columns of an equal width.

- To create a more customized empty table, click Insert Table on the Insert Table menu. This displays the Insert Table dialog box, in which you can specify the number of columns and rows and the width of the table and its columns.
- To create a less clearly defined empty table, click Draw Table on the Insert Table menu. This displays a pencil with which you can draw cells directly in the Word document to create a table. The cells you draw connect by snapping to a grid, but you have some control over the size and spacing of the rows and columns. After drawing a base table, you can erase parts of it that you don't want and adjust the

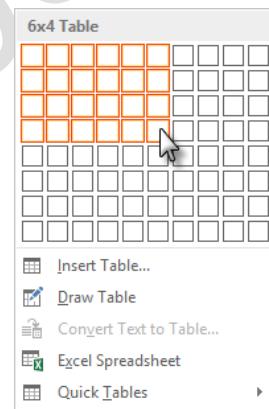
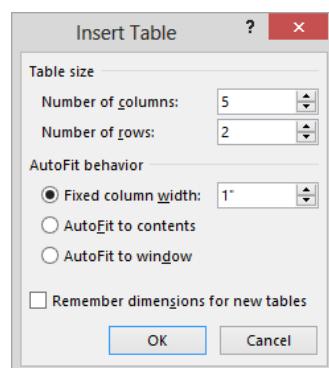


Figure 68 The intended table dimensions (expressed as columns x rows) are shown in the gallery header.



table, column, and row size by using tools on the Layout tool tab for tables.

TIP When drawing a table, you can display the rulers or gridlines to help guide you in placing the lines.

- To present data that already exists in the document (either as regular text or as a tabbed list) as a table, select the data and then click Convert Text to Table on the Insert Table menu. (Conversely, you can convert the active table to regular text by clicking Convert to Text in the Data group on the Layout tool tab.)
- To create a table by entering data in a Microsoft Excel worksheet, click Excel Spreadsheet on the Insert Table menu. Enter the data you want in the spreadsheet that appears in the document—you can use Excel features such as functions and formulas to create or manipulate the data. Format the data in Excel as you want it to appear in Word. Then click in the document outside the spreadsheet window to insert a table-like snapshot of the data. You can modify the data by double-clicking the table and editing the content of the spreadsheet that opens.

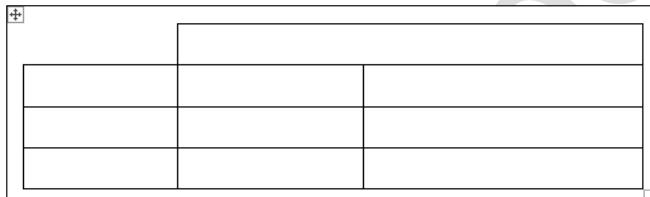


Figure 70 You can draw a table directly on the page.

Tables appear in the document as a set of cells, usually delineated by borders or gridlines. (In some Quick Tables, borders and gridlines are turned off.) Each cell contains an end-of-cell marker, and each row ends with an end-of-row marker.

TROUBLESHOOTING Two separate elements in Word 2013 are named *gridlines*, and both can be used in association with tables. From the Show group on the View tab, you can display the *document gridlines* with which you can position content on the page. From the Table group on the Layout tool tab, you can display the *table gridlines* that define the cells of a table.

When you point to a table, a move handle appears in its upper-left corner and a size handle in its lower-right corner. When the cursor is in a table, two Table Tools tabs—Design and Layout—appear on the ribbon.

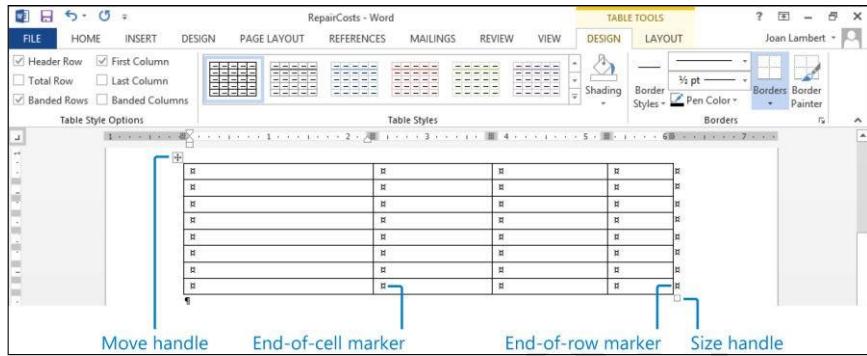


Figure 71 A table has its own controls and tool tabs.

TIP The end-of-cell markers and end-of-row markers are identical in appearance, and are visible only when you display formatting marks in the document. The move handle and size handle appear only in Print Layout view and Web Layout view.

After you create a table in Word, you can enter data (such as text, numbers, or graphics) into the table cells. You can move and position the cursor by pressing the Tab key or the arrow keys, or by clicking in a table cell. Pressing the Tab key moves the cursor to the next cell; pressing Shift+Tab moves the cursor to the previous cell. Pressing Tab when the cursor is in the last cell of a row moves the cursor to the first cell of the next row. Pressing Tab

when the cursor is in the last cell of the last row adds a new row to the table and moves the cursor to the first cell of that row.

You can modify a table's structure by changing the size of the table, changing the size of one or more columns or rows, or adding or removing rows, columns, or individual cells.

TIP To change a table's structure, you often need to select the entire table or a specific column or row. The simplest way to select an entire table is to point to or click in the table so that the move handle appears, and then click the move handle. To select a specific element, position the cursor in the table, column, or row, click the Select button in the Table group on the Layout tool tab, and then click the table element you want. Alternatively, you can point to the top edge of a column or left edge of a row and, when the pointer changes to an arrow, click to select the column or row.

The basic methods for manipulating a table or its contents are as follows:

- **Insert rows or columns** A new feature in Word 2013 makes it easier than

Item	Repair Type	Quantity	Cost in \$
Elastomeric Decks	Resurface	400 sq. ft.	1,600
Wood Decks	Replace	1,200 sq. ft.	6,500
Building Exterior	Repaint	9,000 sq. ft.	9,000
Roof	Reseal	5,000 sq. ft.	2,700
Entry Doors	Repaint	4	600
Carpet	Replace	150 sq. yds.	4,500
Intercom	Replace	1	2,500
Garage Door Opener	Replace	1	2,000
Steel Doors	Repaint	10	750
Exterior Trim	Repaint	800 ft.	4,500
Elevator Hydraulics	Replace	1	55,000
Fire Alarm System	Replace	1	3,000
TOTAL			92,650

Figure 72 Inserting a row or column now takes only one click.

ever to insert a single row or column in an existing table. Simply point to the left edge of the table where you want to insert a row, or to the top of the table where you want to insert a column. A gray insertion indicator labeled with a plus sign appears as you approach a possible insertion point (after any existing row or column). When the insertion indicator turns blue, click to insert the row or column where indicated.

To insert one or more rows or columns, select the same number of existing rows or columns adjacent to the location where you want to insert them. On the Mini Toolbar that appears, click Insert and then click Insert Above, Insert Below, Insert Left, or Insert Right. If the Mini Toolbar doesn't appear, on the Layout tool tab, in the Rows & Columns group, click the Insert Above, Insert Below, Insert Left, or Insert Right button.

- **Insert cells** To insert one or more cells in a table, select the number of cells you want to insert adjacent to the location where you want to insert them, click the Rows & Columns dialog box launcher to open the Insert Cells dialog box, and then specify the direction to move adjacent cells to accommodate the new cells.

- **Delete table elements** Select one or more rows, columns, or cells. On the Mini Tool-bar that appears, or in the Rows & Columns group, click Delete, and then click Delete Cells, Delete Columns, Delete Rows, or Delete Table.

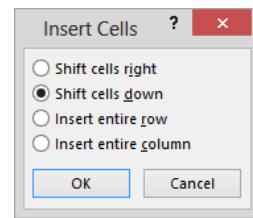


Figure 73 Inserting Cells

- **Resize an entire table** Point to the table, and then drag the size handle that appears in its lower-right corner. Hold down the Shift key while dragging the size handle to maintain the original aspect ratio of the table.

- **Resize a single column or row** Drag the right border of a column to the left or right to manually set the width, or double-click the border to adjust it to the narrowest width that fits its content. Drag the bottom border of a row up or down to manually

set the height, or use the commands in the Cell Size group on the Layout tool tab to manage column width and row height.

- **Move a table** Point to the table, and then drag the move handle that appears in its upper-left corner to a new location, or use the Cut and Paste commands in the Clip-board group on the Home tab to move the table.

- Merge cells** Create cells that span multiple columns or rows by selecting the cells you want to merge and clicking the Merge Cells button in the Merge group on the Layout tool tab. For example, to center a title in the first row of a table, you can

merge all the cells in the row to create one merged cell that spans the table's width.

- Split cells** Divide one cell into multiple cells by clicking the Split Cells button in the Merge group on the Layout tool tab and then specifying the number of columns and rows into which you want to divide the cell.

- Sort information** Click the Sort button in the Data group on the Layout tool tab to sort the rows in ascending or descending order by the data in any column. For example, in a table that has the column headings Name, Address, ZIP Code, and Phone Number, you can sort on any one of those columns to arrange the information in alphabetical or numerical order.

Item	Repair Type	Quantity	Cost in \$
Elastomeric Decks	Resurface	Calibri 10 A A	
Wood Decks	Replace		
Building Exterior	Repair		
Roof	Reseal		
Entry Doors	Repaint	4	600
Carpet	Replace	150 sq. yds.	4,500
Intercom	Replace	1	2,500
Garage Door Opener	Replace	1	2,000
Steel Doors	Repaint	10	750
Exterior Trim	Repaint	800 ft.	4,500
Elevator Hydraulics	Replace	1	55,000
Fire Alarm System	Replace	1	3,000
TOTAL			92,650

Figure 74 Insert or delete table elements from the mini toolbar

6.2 Performing calculations in tables

When you want to perform calculations with the numbers in a Word table, you can create a formula that uses a built-in mathematical function. You construct a formula by using the tools in the Formula dialog box, which you display by clicking the Formula button in the Data group on the Layout tool tab.

A formula consists of an equal sign (=), followed by a function name (such as SUM), followed by parentheses containing the location of the cells you want to use for the calculation. For example, the formula =SUM(Left) totals the cells to the left of the cell containing the formula.

To use a function other than SUM in the Formula dialog box, you click the function you want in the Paste Function list. You can use built-in functions to perform a number of calculations, including averaging (AVERAGE) a set of values, counting (COUNT) the number of values in a column or row, or finding the maximum (MAX) or minimum (MIN) value in a series of cells.

Although formulas commonly refer to the cells above or to the left of the active cell,

you can also use the contents of specified cells or constant values in formulas.

To

use the contents of a cell, you enter the cell address in the parentheses following the function name. The cell address is a combination of the column letter and the row number—for example, A1 is the cell at the intersection of the first column and the first row. A series of cells in a row can be addressed as a range consisting of the first cell and the last cell separated by a colon, such as A1:D1. For example, the formula =SUM(A1:D1) totals the values in row 1 of columns A through D. A series of cells in a column can be addressed in the same way. For example, the formula =SUM(A1:A4) totals the values in column A of rows 1 through 4.

6.3 Other table layout options

You can control many aspects of a table in the Table Properties dialog box, which you display by clicking the Properties button in the Table group on the Layout tool tab. You can set the following options:

- On the Table page, you can specify the width of the table and the way it interacts with the surrounding text. From this page, you can also access border and shading options, including the internal margins of table cells.
- On the Row page, you can specify the height of the selected rows, whether rows can break across pages (in the event that the table is wider than the page), and whether the header row is repeated at the top of each page when a table is longer than one page.

TIP *The Repeat As Header Row option applies to the entire table rather than the selected row. The option is available only when the cursor is in the top row of the table. Selecting this option helps readers of a document to more easily interpret data in multi-page tables. It also allows assistive devices such as screen readers to correctly interpret the table contents.*

- On the Column page, you can set the width of each column.
- On the Cell page, you can set the width of selected cells and the vertical Alignment of text within them. Click the Options button on this page to set the internal margins and text wrapping of individual cells.
- On the Alt Text page, you can enter text that describes what the table is about. Alt text may be displayed when a table can't be displayed on the page, or when the document is read aloud by an assistive device to a person who has a visual impairment. Including alt text or a table caption improves the accessibility of the table.

TIP *You can also control cell width, alignment, and margins by using the settings in the Cell Size and Alignment groups on the Layout tool tab.*

6.4 Formatting tables

Manually formatting a table to best convey its data can be a process of trial and error. With Word 2013, you can quickly get started by applying one of the table styles available in the Table Styles gallery on the Design tool tab. The table styles include a variety of borders, colors, and other attributes that give the table a very professional appearance.

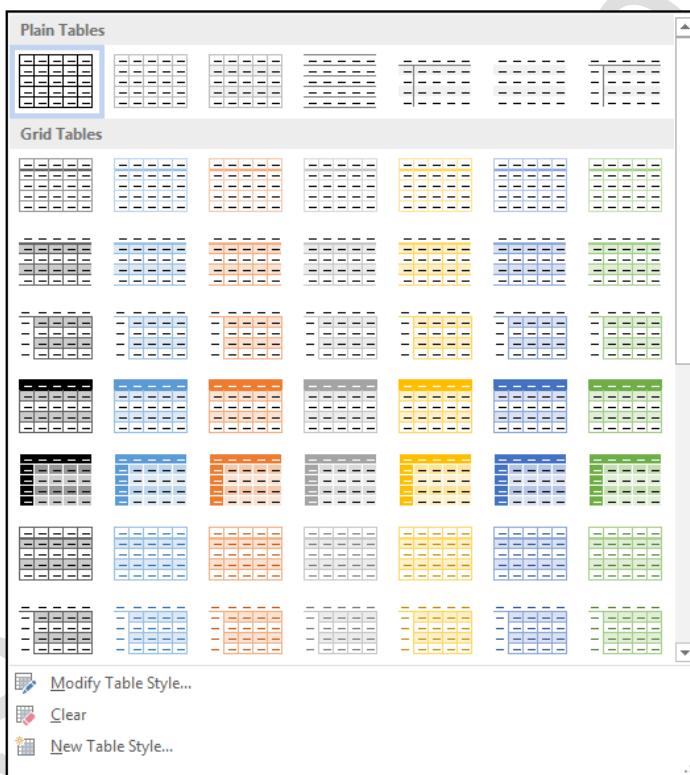


Figure 75 Auto Formatting Table

In Word 2013, the Table Styles gallery is divided into sections for plain tables, grid tables, and list tables.

If you want to control the appearance of a table more precisely, you can use the commands on the Design and Layout tool tabs to format the table elements. You can also separately format the table content. As you saw in the previous exercise, you can apply character formatting to the text in tables just as you would to regular text, by clicking buttons on the Mini Toolbar and in the Font, Paragraph, or Quick Styles groups on the Home tab.

6.5 Quick Tables

In addition to inserting empty tables, you can insert any of the available Quick Tables, which are predefined tables of formatted data that you can replace with your own information. Built-in Quick Tables include a variety of calendars and simple tables.

To create a Quick Table:

- 1 On the Insert tab, in the Tables group, click the Table button, and then click Quick Tables to expand the Quick Tables gallery.
- 2 Scroll through the gallery, noticing the types of tables that are available, and then click the one you want.
- 3 Modify content and apply formatting to tailor the *Quick Table* to your needs.
- 4

The Greek alphabet					
Letter name	Uppercase	Lowercase	Letter name	Uppercase	Lowercase
Alpha	A	α	Nu	N	ν
Beta	B	β	Xi	Ξ	ξ
Gamma	Γ	γ	Omicron	O	\circ
Delta	Δ	δ	Pi	Π	π
Epsilon	E	ε	Rho	\Rho	ρ
Zeta	Z	ζ	Sigma	Σ	σ
Eta	H	η	Tau	T	τ
Theta	Θ	θ	Upsilon	Υ	υ
Iota	I	ι	Phi	Φ	φ

Figure 77 The Quick Tables gallery includes a selection of predefined tables such as this one.

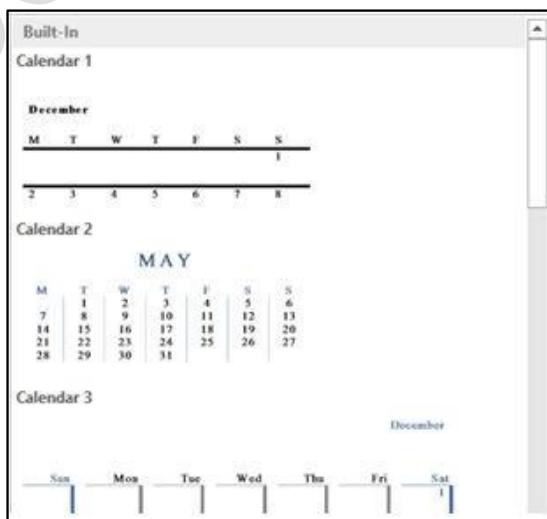


Figure 76 The predefined Quick Tables can be a convenient starting point.

City or Town	Point A	Point B	Point C	Point D	Point E
Point A	—				
Point B	87	—			
Point C	64	56	—		
Point D	37	32	91	—	
Point E	93	35	54	43	—

Figure 78 Simple Text in Table

City or Town	Point A	Point B	Point C	Point D	Point E
Point A	—	87	64	37	93
Point B	87	—	56	32	35
Point C	64	56	—	91	54
Point D	37	32	91	—	43
Point E	93	35	54	43	—

Figure 79 You can easily customize a Quick Table.

You can also save a modified Quick Table, or any customized table, to the Quick Tables gallery. Saving a table saves both the table structure and the table content to the gallery. You can then easily insert an identical table into any document.

To save a table to the Quick Tables gallery:

- 1 Select the table by using the table selector or the commands in the Table group on the Layout tool tab.
- 2 On the Insert tab, in the Tables group, click the Table button, click Quick Tables, and then click Save Selection to Quick Tables Gallery.
- 3 In the Create new Building Block dialog box, assign a name to the table, and then click OK.

When you exit Word, save the Building Blocks template when Word prompts you to do so, to ensure that the table will be available in the Quick Tables gallery for future use.

To save a table to the Quick Tables gallery:

- 1 Select the table by using the table selector or the commands in the Table group on the Layout tool tab.
- 2 On the Insert tab, in the Tables group, click the Table button, click Quick Tables, and then click Save Selection to Quick Tables Gallery.
- 3 In the Create new Building Block dialog box, assign a name to the table, and then click OK.

When you exit Word, save the Building Blocks template when Word prompts you to do so, to ensure that the table will be available in the Quick Tables gallery for future use.

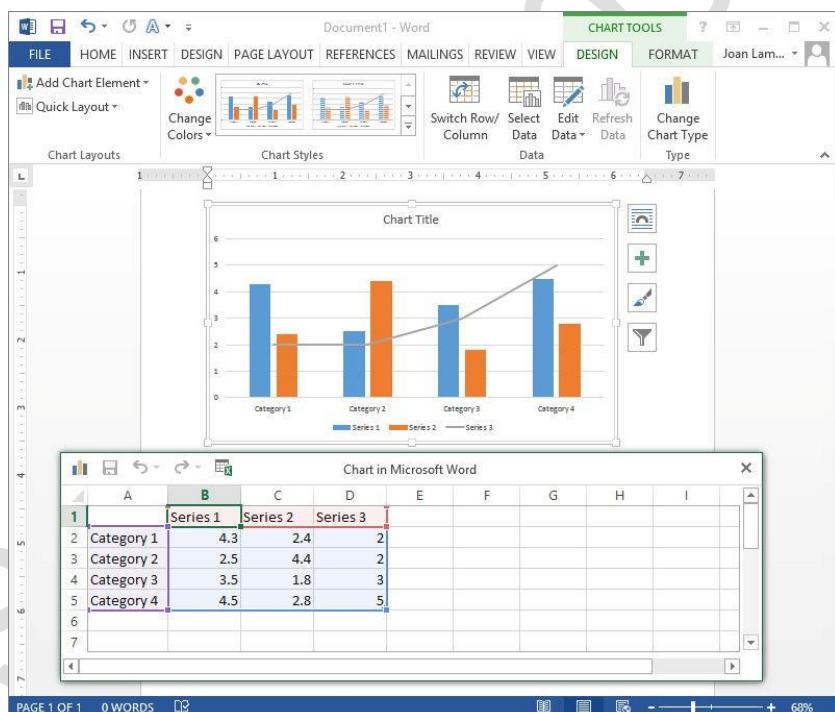
In addition to inserting empty tables, you can insert any of the available Quick Tables, which are predefined tables of formatted data that you can replace with your own information. Built-in Quick Tables include a variety of calendars and simple tables.

6.6 Inserting charts

When you create a new chart from within a Word document, Word and Excel work together to provide some pretty fancy functionality. A generic chart appears in the document, and a worksheet containing the sample data opens in Excel. You can then edit the sample data to create the chart that you want. You don't have to save the Excel file; Word maintains its data with the document and it is available to you whenever you want to update it.



Figure 80 Chart option from Illustration



	A	B	C	D	E	F	G	H	I
1		Series 1	Series 2	Series 3					
2	Category 1	4.3	2.4	2					
3	Category 2	2.5	4.4	2					
4	Category 3	3.5	1.8	3					
5	Category 4	4.5	2.8	5					
6									
7									

Figure 81 A sample chart plotted from the data in its associated Excel worksheet

TIP You can open the worksheet associated with a chart by clicking the chart and then clicking the Edit Data button in the Data group on the Design tool tab.

The Excel worksheet is composed of rows and columns of cells that contain values, which in charting terminology are called *data points*. Collectively, a set of data points is called a *data series*. As with Word tables, each worksheet cell is

identified by an address consisting of its column letter and row number—for example, A2 is the first cell in the second row. A range of cells is identified by the address of the cell in the upper-left corner and the address of the cell in the lower-right corner, separated by a colon—for example, A2:D5 is the range of cells from the first cell in the second row to the fourth cell in the fifth row.

To customize the chart, you replace the sample data in the Excel worksheet with your own data. Because the Excel worksheet is linked to the chart, when you change the values in the worksheet, the chart changes as well. To enter a value in a cell, you click the cell to select it, or move to the cell by pressing the Tab key or arrow keys, and then enter the data. You can select an entire column by clicking the column header—the shaded box containing a letter at the top of each column—and an entire row by clicking the row header—the shaded box containing a number to the left of each row. You can select the entire worksheet by clicking the Select All button—the box at the junction of the column and row headers.

CHAPTER-7

Sharing Document on OneDrive

7.1 What is OneDrive?

OneDrive is free online storage that comes with your Microsoft account. It's like an extra hard drive that's available from any of the devices you use. You no longer need to email files to yourself or carry around (and possibly lose) a USB flash drive. Instead, whether you're on your laptop and working on a presentation, viewing photos from your last family vacation on your new tablet, or on your phone reviewing your shopping list, you can get to your files in OneDrive.

OneDrive is online file storage you can get to from anywhere. And it's free. You get 15 GB of free storage with your Microsoft account, so you can store all types of files in one place and get to them from any device.

You can easily share your OneDrive files, including photos and videos, with friends and family. And OneDrive works with Windows and Office, so it's simple to work with OneDrive files on your computer and collaborate with other people on documents.



Figure 82 One drive in Explorer



7.2 Add files from your computer

To add files to OneDrive, just drag them into your computer's OneDrive folder using **File Explorer** or **Finder**. The files will automatically sync across all of your devices that have OneDrive installed. So you can drag a photo from your laptop to your OneDrive—and later open it in OneDrive on your phone.

7.3 Add files from your phone or tablet

To add photos and videos on your phone or tablet to OneDrive, use the OneDrive app. Even better—you can

also choose to turn on camera backup to automatically save the photos and videos you take to OneDrive. So even if you lose your phone or tablet, you won't lose your memories!

7.4 Add files using the OneDrive website

You can also add files from any computer, tablet, or phone by using the OneDrive website. Just go to [OneDrive.com](https://onedrive.com), sign in, and then tap or click Upload.

7.5 Share files

You can share individual files and even entire folders without attaching anything.

Send an email with a link to what you'd like to share—and rest assured that everything else in your OneDrive will stay private. To share items from the OneDrive website, just select the check box in the upper-right corner of the item and choose Share.

7.6 Collaborate with Office

OneDrive works with Office, so it's easy to collaborate. Instead of sending around different copies of documents, you can give other people permission to edit the document directly. You can even collaborate with people who don't have Office installed on their computers—they can open and edit documents in OneDrive using Office Online.

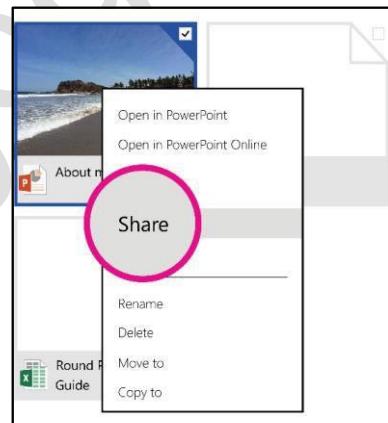


Figure 84 Share file in One Drive

The image contains two side-by-side screenshots. The left screenshot shows the OneDrive website interface with a 'Upload' button highlighted with a pink circle. The right screenshot shows a 'Save As' dialog box in Microsoft Word, with the 'OneDrive' save location option highlighted with a pink circle.

Figure 86 Saving in MSOffice

7.7 Getting to your files from anywhere

When your files are in OneDrive, you can get to them from any device, even if something happens to your PC. You can go to the OneDrive website, or you can use one of the mobile apps for Android, iOS, or Windows Phone.

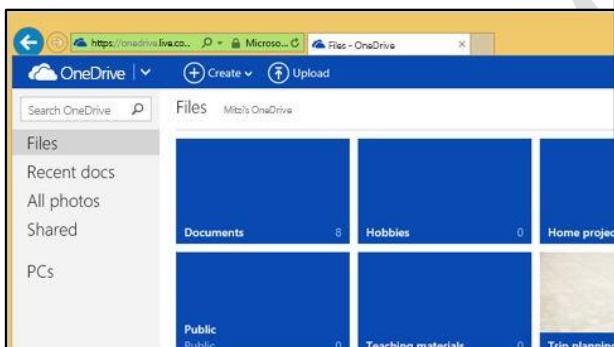


Figure 88 Getting files from OneDrive Online

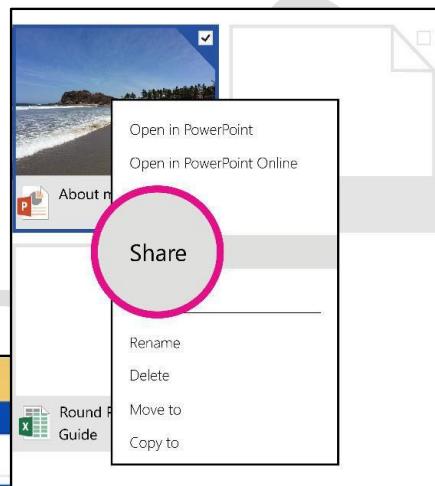


Figure 87 Sharing in MsOffice

7.8 Getting to files when you're offline

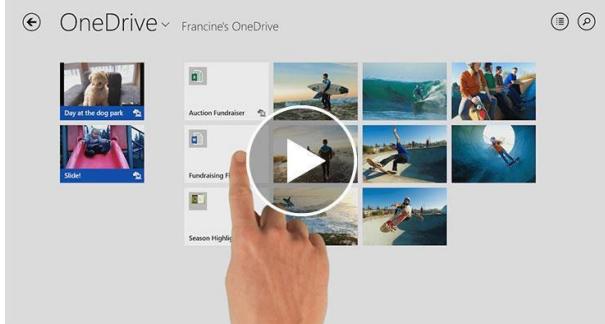


Figure 89 Getting files from OneDrive Offline

In Windows 8.1 and Windows RT 8.1, you can browse all your files in OneDrive even when you're not connected to the Internet. If you also want to open and edit files when you don't have an Internet connection, you need to make those files available offline. You can use the OneDrive app or File Explorer to make files available offline.

7.9 To make files available offline using the OneDrive app

Swipe down or right-click the file or folder to select it, and then tap or click **Make offline**. If you're worried about using too much space on your PC, make fewer files available offline, or if there are files you don't need to use when you're offline anymore, change them back to online-only.

If space on your PC isn't a concern, you can also make your entire OneDrive available offline:

Swipe in from the right edge of the screen, and then tap **Settings**. (If you're using a mouse, point to the lower-right corner of the screen, move the mouse pointer up, and then click **Settings**.)

- Tap or click **Options**, and then turn on **Access all files offline**.

7.10 To make files available offline using File Explorer

Press and hold or right-click the file, and then choose **Make available offline**. To make your entire OneDrive available offline, press and hold or right-click OneDrive in the left pane, and then choose **Make available offline**.

CHAPTER-8

Mailing Letter with Mail Merge

8.1 Mail merge

Many organizations communicate with their customers or members by means of letters, newsletters, and promotional pieces that are sent to everyone on a mailing list. The easiest way to generate a set of documents that are identical except for certain information—such as the name, address, and greeting of a letter—is to use a process called mail merge. If you have a list of potential recipients stored in a consistent format, you can use the mail merge process to easily produce a set of documents, email messages, or mailing labels.

The mail merge process combines static information stored in one document with variable information stored in another document, as follows:

- **Main document** This document contains the static text that will appear in all the merged documents. It also contains placeholders—called merge fields—that display the variable information.

- **Data source** This is a structured document, such as a Microsoft Word table, Excel worksheet, Access database table, or Outlook contact list, that contains sets of information—called records—in a predictable format. You can use an existing data source, or you can create a new one as part of the mail merge process.

8.2 Preparing data sources

The first step in the mail merge process is to either specify an existing data source or create one. The data source consists of a matrix of rows and columns. Each row contains one record, such as the complete name and address of a customer, and each column contains a particular type of information—called a field—such as the first name of all the customers. In the first row of the data source, each field is identified by its column heading—called a field name.

	A	B	C	D	E	F
1	FirstName	LastName	Address1	City	State	PostalCode
2	Isabel	Martins	7899 38th St.	Tucker	NJ	90025
3	Garth	Fort	5678 Ford Ave.	Planter	WA	10001
4	Dan	Wilson	1234 Editorial Way	Harvest	WA	10004
5	Carol	Troup	456 South Rd.	Harvest	WA	10004
6	Toby	Nixon	987 Hard Rock Way	Potential	DE	97540

Figure 90 The data source stores information in a structured way.

TIP Because the field names are also used as the merge fields in the main document, they cannot contain spaces. To make the field names readable with no spaces, capitalize each word, as in *PostalCode*, or replace the spaces with underscores, as in *Last_Name*.

If the data source contains many records and it changes frequently, you might want to create it in a program designed for working with large amounts of data, such as Excel or Access. You can also use the contacts list from Outlook. If the data source contains only a few records and it won't be updated often, you can create it in Word, either as a table or as a list with each field separated by a tab. Or you can create it as part of the mail merge process.

What if you want to create merge documents for only a subset of the data in the data source? For example, you might have mail-order customers from all over the United States but want to send an announcement about a store sale only to customers with addresses in your state. After you specify the data source, you can do the following:

- Filter the data source to create merged documents for only some of its data.
- Create a query (a set of selection criteria) to extract only the information you're interested in—for example, all the postal codes for your state.
- Sort the data source—for example, in postal code order for a bulk mailing.

When you use a filter or a query, all the data remains in the data source, but only the data that meets your specifications is used for the mail merge.

1 On the Mailings tab, in the Start Mail Merge group, click the Start Mail Merge button, and then click Step-by-Step Mail Merge Wizard to open the Mail Merge pane.

2 With Letters selected as the document type, at the bottom of the Mail Merge pane, click Next: Starting document. Step 2 of the wizard requires you to select a starting document. We will use the currently active document.

3 With Use the current



document selected in the Step 2 pane, click Next: Select recipients.

Step 3 of the wizard requires you to select a data source. We will use the CustomerList workbook.

4. With Use an existing list selected in the Step 3 pane, click Browse to open the Select Data Source dialog box.
5. Navigate to the folder, and double-click the CustomerList workbook to open the Select Table dialog box. Notice that the workbook contains only one table.

6 With Customers\$ selected in the Select Table dialog box, click OK to open the Mail Merge Recipients dialog box.

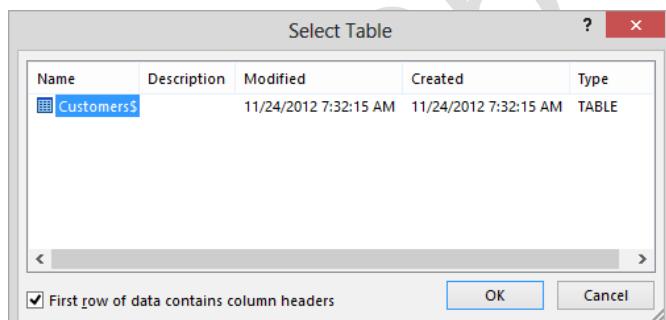


Figure 92 If a workbook contains multiple tables, you must select the one that contains the mail merge

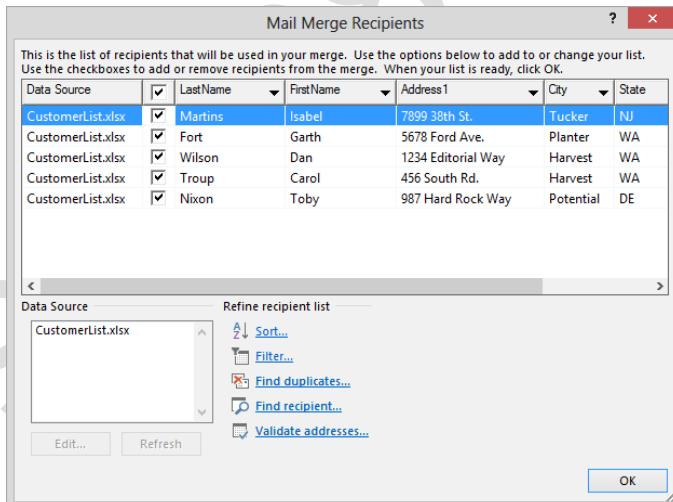


Figure 93 The dialog box displays all the records contained in the data source

- 7 In the Data Source box, click CustomerList.xlsx, and then click Edit to open the Edit Data Source dialog box.

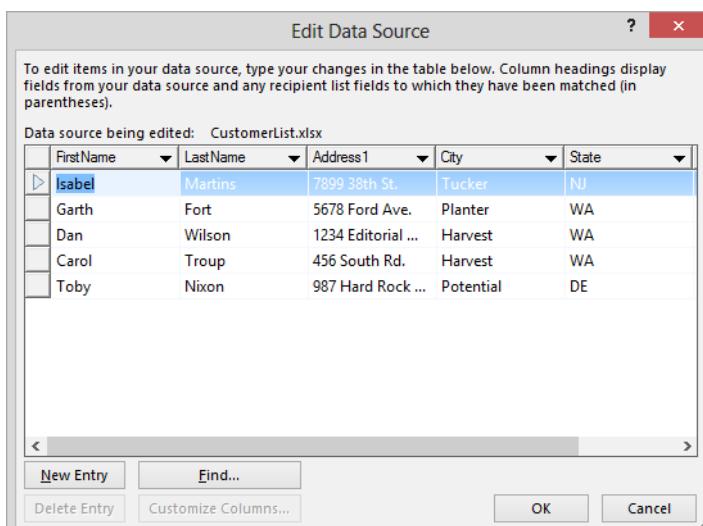


Figure 94 You can modify the source data before performing the mail merge operation.

- 8 Click the New Entry button, and then enter the following information, pressing Tab to move from field to field:

FirstName Max
LastName Stevens
Address1 678 Pine St.
City Agriculture
State WA
PostalCode 10003

TIP You can add multiple records by clicking New Entry after you enter each record.

- 9 Click OK, and then click Yes to update the recipient list. Notice that the new record appears below the original records in the Mail Merge Recipients dialog box.

Now we'll modify the order in which the mail merge process accesses the data source records.

- 10 In the Refine recipient list area, click Sort to display the Sort Records page of the Filter and Sort dialog box.

- 11 Click the Sort by arrow to display the sort criteria, which are the same as the field names in the selected data source.

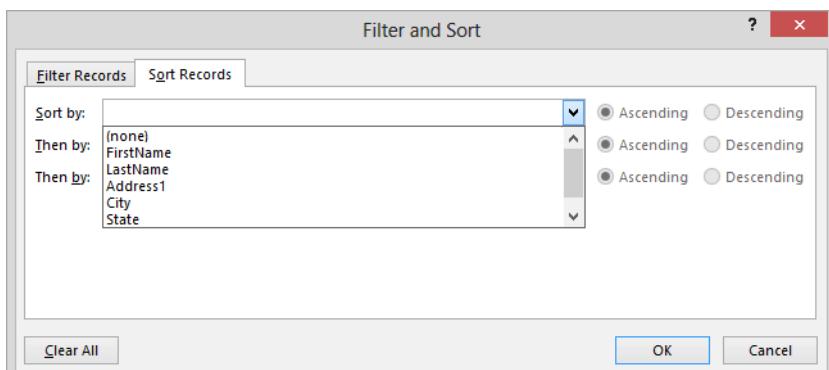


Figure 95 You can sort the records by up to three fields, each in ascending or descending order.

12 Scroll to the bottom of the Sort by list, and click PostalCode. Then with Ascending selected, click OK to return to the Mail Merge Recipients dialog box, which now displays the recipients in order by postal code.

TIP You can also sort data in the Mail Merge Recipients dialog box by clicking the arrow to the right of the field you want to sort on and then clicking Sort Ascending or Sort Descending.

13 Scroll to the right end of the recipients list, and verify that the records are sorted in ascending order by the PostalCode field. Then in the Refine recipient list area, click Filter to display the Filter Records page of the Filter and Sort dialog box.

TIP You can also open the Filter And Sort dialog box by clicking the arrow to the right of any field name and then clicking Advanced.

In the Field list, click State to display the default Equal To criterion in the Comparison box. In the Compare to box, enter WA (the postal abbreviation for Washington).

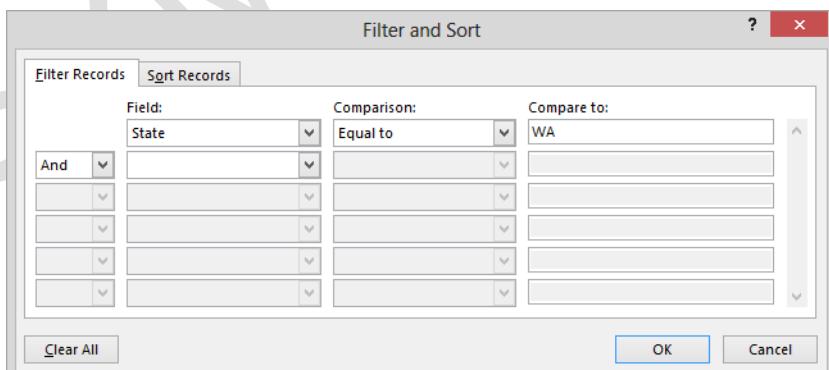


Figure 96 You can choose to merge only records that match specific criteria.

- 15 In the Filter and Sort dialog box, click OK to filter the source data to use only residents of the state of Washington in ascending PostalCode order.

Data Source	LastName	FirstName	Address1	City	State
CustomerList.xlsx	Fort	Garth	5678 Ford Ave.	Planter	WA
CustomerList.xlsx	Stevens	Max	678 Pine St.	Agriculture	WA
CustomerList.xlsx	Troup	Carol	456 South Rd.	Harvest	WA
CustomerList.xlsx	Wilson	Dan	1234 Editorial Way	Harvest	WA

Figure 97 The records for customers who do not live in Washington are hidden and will be excluded from the merge process.

- 16 Click OK to close the Mail Merge Recipients dialog box and complete step 3 of the Mail Merge wizard

8.3 Using an Outlook contacts list as a data source

Using information from an Outlook contacts list as the data source for the merge process requires a few extra steps in the Mail Merge wizard.

To use Outlook information as the data source for a form letter:

- 1 In step 3 of the Mail Merge wizard, in the Select Recipients area, click Select from Outlook contacts, and then click Choose Contacts Folder.
- 2 If you are prompted to select an Outlook profile, click the one you want to use, and then click OK to open the Select Contacts dialog box.
- 3 In the Select a Contact Folder to Import list, click the folder you want to use, and then click OK to open the Mail Merge Recipients dialog box and display your Outlook contacts.
- 4 In the contacts table, clear the check boxes of any contacts you want to exclude from the merge process, or sort and filter the list to display the contacts you want to include in the desired order.
- 5 Click OK.

8.4 Preparing main documents

One type of main document commonly used in the mail merge process is a form letter. This type of document typically contains merge fields for the name and address of each recipient along with text that is the same in all the letters. In the form letter, each

merge field is enclosed in « and » characters, which are called chevrons—for example, «AddressBlock».

If you have already written the letter, you can insert the merge fields during the merge process; if you haven't written the letter, you can write it as part of the process. Either way, you first enter the text that will be common to all the letters and then insert the merge fields that will be replaced by the variable information from the data source.

TIP If you need to stop before you finish the merge process, you can save the form letter to retain the work you have done so far. You can then open the form letter and resume from

where you left off. Because you have specified a data source for the form letter, you will be asked to confirm that you want to reattach the same data source.

You can insert merge fields in two ways:

- From the Mail Merge pane in step 4 of the Mail Merge wizard
- By clicking buttons in the Write & Insert Fields group on the Mailings tab

Either way, clicking Address Block or Greeting Line opens a dialog box in which you can refine the fields' settings, whereas clicking individual fields inserts them with their default settings.

«FirstName», for even greater savings, be sure to bring this letter with you when you shop. Identify yourself as a VIP Customer by presenting the letter to your salesperson at the time of your purchase, and you will receive an additional 5% off your total bill.

You can insert a merge field anywhere in the main document.

TIP To save the form letter without any mail merge information, click Start Mail Merge in the Start Mail Merge group on the Mailings tab, and then click Normal Word Document.

You can insert merge fields in two ways:

- From the Mail Merge pane in step 4 of the Mail Merge wizard
- By clicking buttons in the Write & Insert Fields group on the Mailings tab

Either way, clicking Address Block or Greeting Line opens a dialog box in which you can refine the fields' settings, whereas clicking individual fields inserts them with their default settings.

«FirstName», for even greater savings, be sure to bring this letter with you when you shop. Identify yourself as a VIP Customer by presenting the letter to your salesperson at the time of your purchase, and you will receive an additional 5% off your total bill.

You can insert a merge field anywhere in the main document.

TIP To save the form letter without any mail merge information, click Start Mail Merge in the Start Mail Merge group on the Mailings tab, and then click Normal Word Document.

8.5 Merging main documents and data sources

After you specify the data source you want to use and enter merge fields in the main

document, you can preview the merged documents and then perform the actual merge. You can further filter the source data during the preview process. When you're ready, you can either send the merged documents directly to the printer or you can merge them into a new document. If you merge to a new document, you have another chance to review and, if necessary, edit the merged documents before sending them to the printer.

- 1 In the Mail Merge pane, click Next until the Step 5 pane is displayed.
- 2 Hide formatting marks and, if necessary, adjust the view until the address block, greeting line, and third paragraph are all displayed at the same time. Word displays a preview of how the personalized letter will look when merged with the data source.

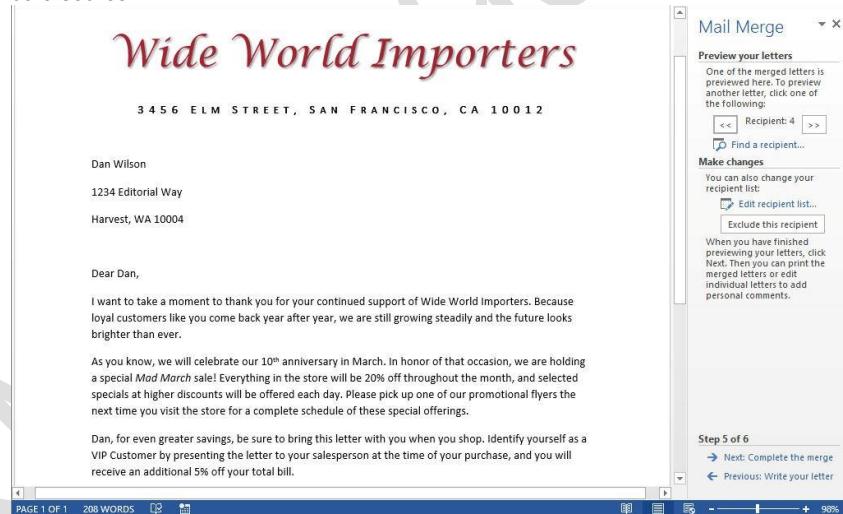


Figure 98 You can preview how the personalized letters will look before you proceed with the merge.

- 3 In the Preview your letters area of the Mail Merge pane, click the Previous Record button three times to preview all the letters.

TIP You can also preview the next or previous documents by clicking the Next Record or Previous Record button in the Preview Results group on the Mailings tab. You can jump to the first merged document by clicking the First Record button or to the last merged document by clicking the Last Record button.

- 4 To exclude the displayed recipient (Garth Fort) from the merge, click the Exclude this recipient button in the Make changes area of the Mail Merge pane.

Now we'll tidy up the address block by modifying the paragraph formatting of the merge field.

- 5 In the document, drag to select all three lines of the address block. Then on the Home tab, in the Paragraph group, click the Line and Paragraph Spacing button, and click Remove Space After Paragraph to move the address lines together.
- 6 Click away from the selection and preview the letters again. Then at the bottom of the Mail Merge pane, click Next: Complete the merge.
- 7 In the Merge area of the Mail Merge pane, click Edit individual letters to open the Merge to New Document dialog box.
- 8 With the All option selected, click OK to create a document named Letters1 that contains a personalized copy of the form letter for each of the selected records.
- 9 If necessary, click the Print Layout button on the View Shortcuts toolbar to display the letters as individual pages.
- 10 On the Quick Access Toolbar, click the Save button to open the Save As dialog box so that you can save the new document with a more specific name.
- 11 Navigate to the Chapter14 practice file folder, enter My Merged Letters in the File name box, and then click Save to save the new document in the specified folder.

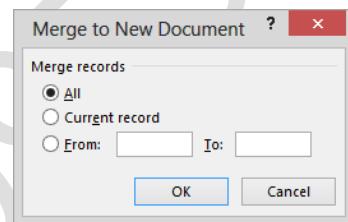


Figure 99 You can choose to merge only

8.6 Printing envelopes

You can print an envelope based on an address in a document. To do so, follow these steps:

- 1 In the document, select the lines of the address. (Do not select any blank lines above or below the address.)
- 2 On the Mailings tab, in the Create group, click the Envelopes button to open the Envelopes and Labels dialog box.
- 3 Size 10 is the default envelope size. If you want to select a different envelope size, click Options, make your selection, and then click OK.

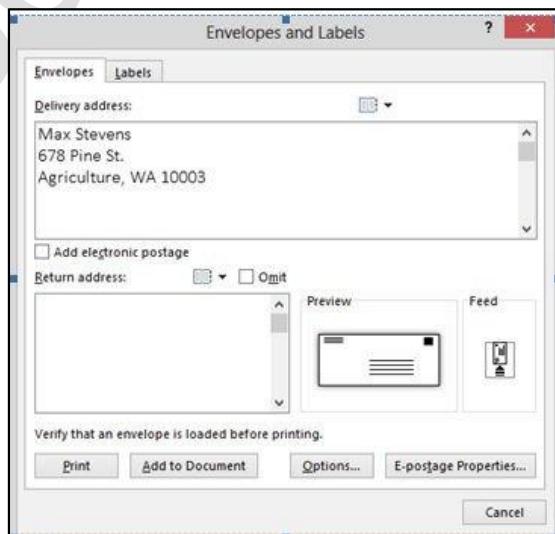


Figure 100 You can edit the delivery address and enter a return address.

TIP You can save time by storing the return address with your user information. In the General area of the

Advanced page of the Word Options dialog box, enter the return address in the Mailing Address box, and click OK. The address then appears by default as the return address in the Envelopes And Labels dialog box. If you want to use envelopes with a preprinted return address, you must select the Omit check box to avoid duplication.

In the Envelope Options dialog box, you can also specify the feed method (horizontally or vertically and face up or face down), and the font and font size of both the address and the return address.

If you have electronic postage software installed on your computer, you can include electronic postage.

4 Insert an envelope in the printer, and then click Print.

Alternatively, you can click Add To Document to have Word insert the address in the format required for an envelope on a separate page at the beginning of the current document.

8.7 Sending personalized email messages to multiple recipients

When you want to send the same information to all the people on a list—for example, all your customers, or all the members of a club or your family—you don't have to print letters and physically mail them. Instead, you can use mail merge to create a personalized email message for each person in a data source. As with a form letter that will be printed, you can either use the Mail Merge wizard or use the buttons on the Mailings tab to insert merge fields into the form message. These merge fields will be replaced with information from the specified data source.

If you are using the wizard, be sure to click E-mail Messages in step 1. If you are not using the wizard, you can specify the list of email addresses you want to send the message to by clicking the Select Recipients button in the Start Mail Merge group on the Mailings tab. In either case, you have three options:

- Create an entirely new list of recipients by entering their contact information.
- Use an existing list of recipients stored outside of Outlook.
- Select recipients from an Outlook contacts list.

You can quickly add merge fields to a form message by using the buttons in the Write & Insert Fields group. Many email messages need only a greeting line. Because email messages tend to be less formal than printed letters, you might want to start the messages with a custom greeting rather than one of the predefined greeting options (Dear and To).

- 1 On the Mailings tab, in the Start Mail Merge group, click the Select Recipients button, and then in the list, click Type a New List to open the New Address List dialog box.

- 2 Click to position the cursor in the First Name field. Enter Andrea, press the Tab key, enter Dunker in the Last Name field, and press Tab until you reach the E-mail Address field (the last field in the table). Then enter andrea@consolidatedmessenger.com.
- 3 Click New Entry, and then add Judy Lew, with the email address judy@lucernepublishing.com.
- TIP If you have several email addresses to add to the list, you can press Tab in the last field of the last entry, instead of clicking New Entry each time.*
- 4 Repeat step 3 to add Ben Miller, with the email address ben@wingtiptoy.com, and then click OK to open the Save Address List dialog box, which is very similar to the Save As dialog box.
- 5 Navigate to the Chapter14 practice file folder, enter My Email Data Source in the File name box, and then click Save to save the data source in the specified location as a database.
- Now we'll insert the merge field in the main document.
- 6 Position the cursor at the beginning of the ThankYouEmail document. On the Mailings tab, in the Write & Insert Fields group, click the Greeting Line button to open the Insert Greeting Line dialog box.
- 7 In the first box in the Greeting line format area, drag to select Dear and then enter Hello followed by a comma and a space. In the second list, click Joshua. In the third list, click : (the colon).
- 8 In the Preview area, click the Next button twice to preview the greetings as they will appear in the email messages.
- 9 Click the First button to return to the first record, and then click OK to insert the «GreetingLine» merge field at the top of the form message.

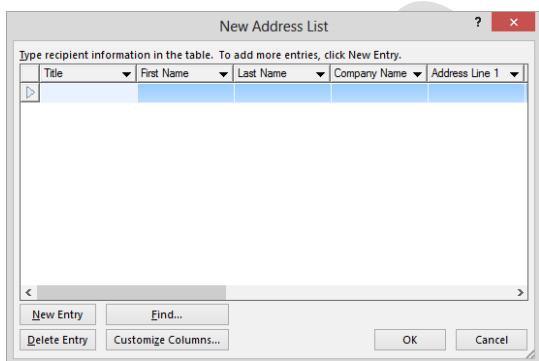


Figure 101 You can create a data source as part of the mail merge process.



Figure 102 If you want to edit the custom greeting, right-click the merge field and then click Edit

- 10 On the Mailings tab, in the Preview Results group, click the Preview Results button to display a preview of the first message. Click the Next Record button twice to preview the messages for other recipients. Then click the Preview Results button again to turn off the preview.
- 11 In the Write & Insert Fields group, click the Highlight Merge Fields button to identify the merge fields in the document with a gray highlight. There is only one merge field in this document.
- Finally, we'll merge the data source and main document directly to email messages.
- 12 In the Finish group, click the Finish & Merge button, and then in the list, click Send Email Messages to open the Merge to E-mail dialog box.
- 13 In the Message options area, verify that Email_Address is selected in the To list, enter Welcome to Wide World Importers! in the Subject line box, and verify that HTML is selected in the Mail format list.
- 14 Click OK in the dialog box to send the email messages, or click Cancel to not send them.

TIP Your email program might require that you log in or manually send the messages. If you are using Outlook, a copy of each sent message appears in your Outlook Sent Items folder. If you plan to send a large number of messages, you might want to turn off the saving of sent messages.

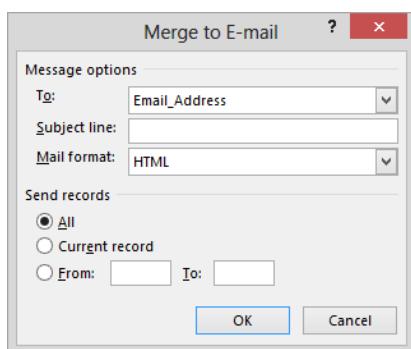


Figure 103 You set up the email message header information and format in this dialog box.

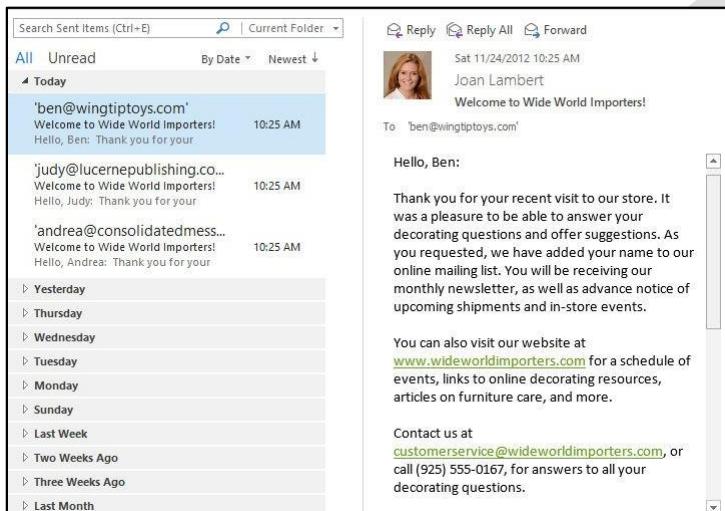


Figure 104 If you send the messages, you can locate them in your Sent Items folder.

8.8 Creating and printing labels

Most organizations keep information about their customers or clients in a worksheet or database that can be used for several purposes. For example, the address information might be used to send billing statements, form letters, and brochures. It might also be used to print sheets of mailing labels that can be attached to items such as packages and catalogs.

To create sheets of mailing labels, you first prepare the data source and then prepare the main document by selecting the brand and style of labels you plan to use. Word creates a table with cells the size of the labels on a page the size of the label sheet, so that each record will print on one label on the sheet. You insert merge fields into the first cell as a template for all the other cells. When you merge the main document and the data source, you can print the labels or create a new label document that you can use whenever you want to send something to the same set of recipients.

- 1 On the Mailings tab, in the Start Mail Merge group, click the Start Mail Merge button, and then click Step-by-Step Mail Merge Wizard.
- 2 In the Mail Merge pane, click Labels, and then click Next: Starting document.

- 3 With *Change document layout* selected in the Step 2 pane, click *Label options* to open the *Label Options* dialog box.

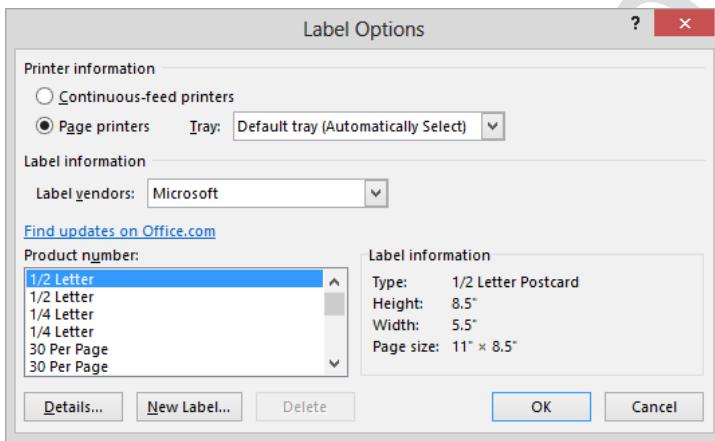


Figure 105 Every label is different. You need to specify the print method, the manufacturer and/or type, and the product number so that Word can set up the labels correctly.

- 4 In the *Label information* area, ensure that the *Label vendor* setting is *Microsoft*.

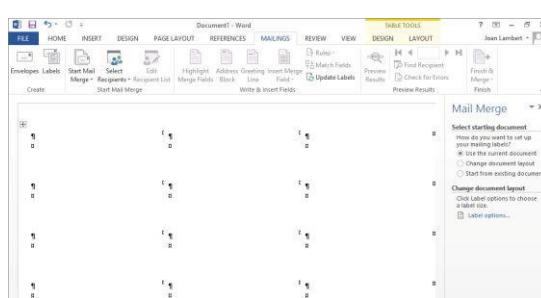
TIP When you create and print labels, purchase the label blanks that fit your size requirements, and then select the vendor and product number of those labels in the *Label Information* area. If the label vendor and product number you need aren't already available in the lists, click the *Find Updates On Office.com* link to download other available label configurations.

- 5 In the *Product number* box, select the second *30 Per Page* setting, which has labels with a *Height* of 1" and a *Width* of 2.63". Then click *OK* to insert a table that fills the first page of the main document.

TROUBLESHOOTING The results are visible only when formatting marks are displayed.

- 6 At the bottom of the *Mail Merge* pane, click *Next: Select recipients*.

- 7 With *Use an existing list* selected, click *Browse*, navigate to the *Chapter14* practice file folder, double-



click the *CustomerList* workbook, and then in the *SelectTable* dialog box, click *OK*.

- 8 In the *Mail Merge Recipients* dialog box, click *OK* to insert a «*Next Record*» merge field in all the cells in the main document other than the first cell.
- 9 At the bottom of the *Mail Merge* pane, click *Next: Arrange your labels*, and then ensure that the left edge of the main document is visible.
- 10 With the cursor positioned in the first cell, click *Address block* in the *Merge your labels* area of the *Mail Merge* pane.
Figure 106 Word creates a 30-cell table that meets the label specifications.
- 11 In the *Insert Address Block* dialog box, click *OK* to accept the default settings to insert an «*AddressBlock*» merge field into the first cell.



«AddressBlock»	«Next-Record»	«Next-Record»

Figure 107 The merge fields in the first cell of the table will be used as a template for all the other cells.

- 12 In the *Replicate labels* area of the *Mail Merge* pane, click *Update all labels* to copy the «*AddressBlock*» merge field to the other cells.
- 13 At the bottom of the *Mail Merge* pane, click *Next: Preview your labels* to display the data source content in place of the merge fields.

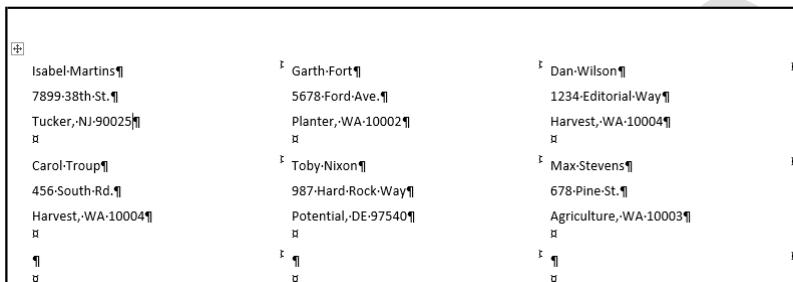


Figure 108 The six labels, as they will appear after the merge.

Now we'll merge the data source and main document into a new document that contains the labels.

- 14 At the bottom of the *Mail Merge* pane, click *Next: Complete the merge*. Then in the

Merge area of the *Mail Merge* pane, click *Print*.

- 15 With the *All* option selected in the *Merge to Printer* dialog box, click *OK*.

- 16 In the *Print* dialog box, verify that the name of the printer you want to use to print the labels appears in the *Name* box, and then click *OK* to print the labels. The labels are printed on regular paper on the printer you selected. If you want to print on label sheets, insert the sheets in the printer's paper tray or manual feed location before clicking

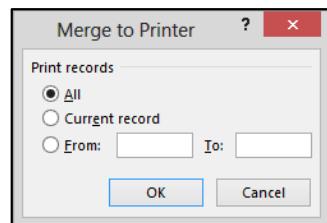


Figure 109 You have the opportunity to exclude records from the merge before printing the labels.

CHAPTER-9

Page setup and Print Document

9.1 Changing a document's background

Whether you're creating a document that will be printed, viewed on a computer, or published on the Internet and viewed in a web browser, you can make your document stand out by adding a background color, texture, picture, or border to the document pages.

When it comes to backgrounds, the trick is to not overdo it. The effects should be subtle enough that they do not interfere with the text or other elements on the page or make the document difficult to read.

1 On the View tab, in the Zoom group, click the One Page button to display the whole page in the program window.

2 On the Design tab, in the Page Background group, click the Page Color button. On the Page Color menu, in the Theme Colors palette, click the second swatch under the main green swatch (Green, Accent 6, Lighter 60%) to change the document background to the selected color.

3 On the Page Color menu, click Fill Effects to open the Fill Effects dialog box.

4 In the Colors area, select the Two colors option. Leave Color 1 set to green. Click the Color 2 arrow, and in the Theme Colors palette, click the third swatch under the

main orange swatch (Orange, Accent 2, Lighter 40%). The Variants and Sample areas change to show various combinations of the two colors.

5 In the Shading styles area, click each option in turn and observe the effects in the Variants and Sample areas. Notice that some shading styles have only two variants. Then click Diagonal down.

6 In the Variants area, click the lower-left option to preview its effect.

Then click OK to change the document background to match the sample.

Now let's format the page background with a texture fill.

7 Redisplay the Fill Effects dialog box. Click the Texture tab to display the 24 texture fill options that come with Word.

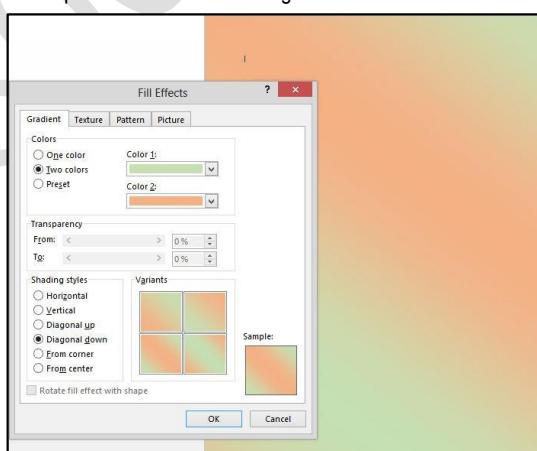


Figure 110 You can configure fill effects with multiple colors and in a variety of directions.

8 Scroll through the gallery to familiarize yourself with the available textures. Click the first texture swatch in the second row (Water droplets), and then click OK to format the page background with the texture. Notice that the texture swatch has been configured to repeat seamlessly across the page.

Next, let's format the page background with a picture fill.

9 Redisplay the Fill Effects dialog box. First click the Pattern tab to view the available pattern fill options. Then click the Picture tab, and click the Select Picture button to open the Insert Pictures dialog box.

TIP You can insert background pictures from the Texture tab or from the Picture tab with slightly different results. Inserting an image from the Texture tab adds it to the Texture gallery.

10 In the From a file area of the Insert Pictures dialog box, click Browse. In the Select Picture dialog box that opens, browse to the Chapter09 practice file folder and double-click the MarbleFloor image. Then in the Fill Effects dialog box, click OK to change the page background to display a blurred picture of the marble floor in the Doge's Palace in Venice.

TIP Word fills the page with as much of the picture as will fit. If one copy of the picture does not completely fill the page, Word inserts another copy, effectively "tiling" the image. If the picture is particularly large, only a portion of it will be visible.

Finally, let's add a border to the page.

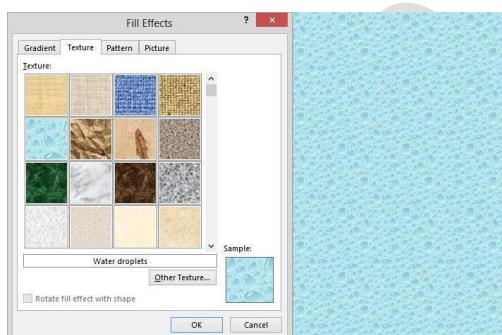


Figure 111 The page with the Water Droplets texture applied to the background.

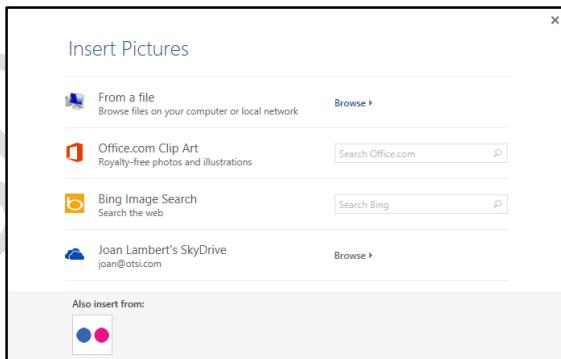


Figure 112 You can select a background picture from your computer, network location, or an online source.



Figure 113 The page with the MarbleFloor

- 11 In the Page Background group, click the Page Borders button to display the Page Border page of the Borders and Shading dialog box.
- 12 In the Setting area of the Borders and Shading dialog box, click Box. Then click the Color arrow, and in the Theme Colors palette, click the fourth swatch under the main gold swatch, (Gold, Accent 4, Darker 25%).
- 13 Scroll through the Style list, clicking any line style option you like to apply it to the page in the Preview pane. When you find a style you like, click OK. We chose a triple border near the bottom of the list.

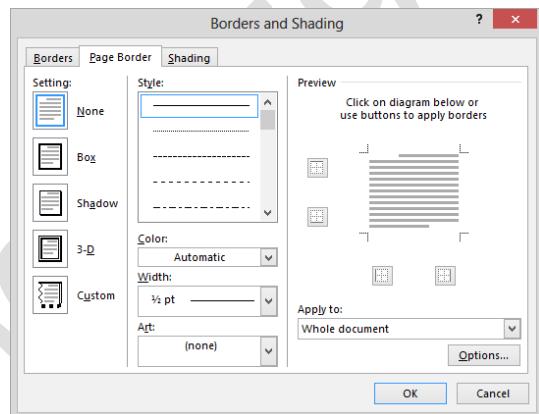


Figure 114 The Page Border page is identical to the Borders page from which you format paragraph borders, except that an Art option is available for page borders.

- 1 On the Insert tab, in the Pages group, click Page Break, and then scroll to display the new second page. Notice that the background options are applied to all pages of the
- 4 **KEYBOARD SHORTCUT** Press **Ctrl+Enter** to insert a page break.

9.2 Adding watermarks

A watermark is a faint text or graphic image that appears on the page behind the main content of a document. A common use of a text watermark is to indicate a status such as *DRAFT* or *CONFIDENTIAL*. When you want to dress up the pages of your document without distracting attention from the main text, you might consider displaying a graphic watermark, such as a company logo or an image that subtly reinforces your message. Watermarks are visible in printed and online documents, but because they are faint,

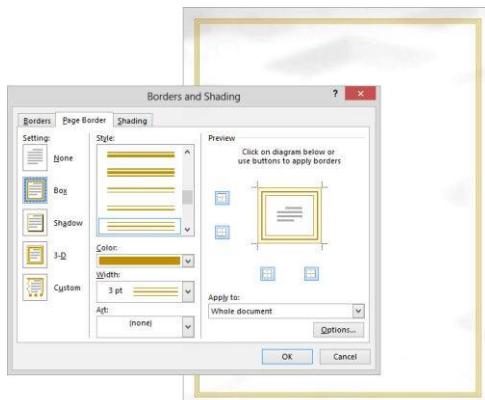


Figure 115 The blank page with a border applied on top of the

the readers' ability to view a document's main text.

1 On the Design tab, in the Page Background group, click the Watermark button to display the Watermark menu.

2 Scroll through the watermark galleries, noticing the available options. Clicking any of these options inserts the specified watermark in light gray on every page of the current document.

3 At the bottom of the menu, click Custom Watermark to open the Printed Watermark dialog box. Then click Text watermark.

4 Click the Text arrow, and then in the list, click DRAFT.

5 Click the Color arrow, and then in the Theme Colors palette, click the main purple swatch (Purple, Accent 4).

6 With the Semitransparent check box and Diagonal layout option selected, click OK to insert the watermark diagonally across the page and close the dialog box.



Figure 116 You can use a predefined watermark or click Custom Watermark to define your own.

TIP Watermarks are so named because the process of creating one on an actual sheet of paper is done by using water. A well-created watermark appears to be more part of the paper than of the content.

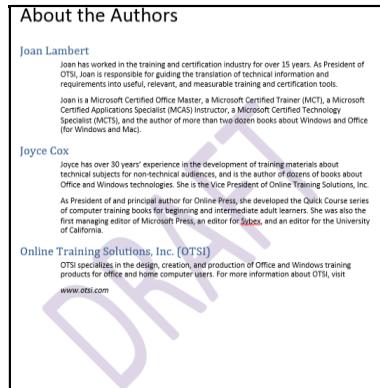


Figure 118 The text watermark is faint enough that the document text is still legible, but bold enough to be

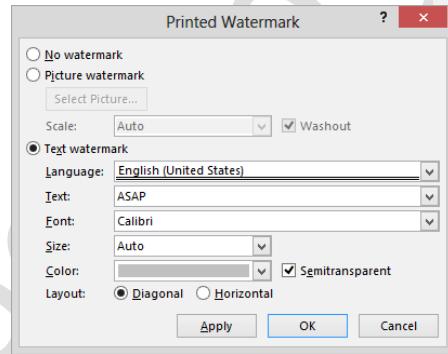
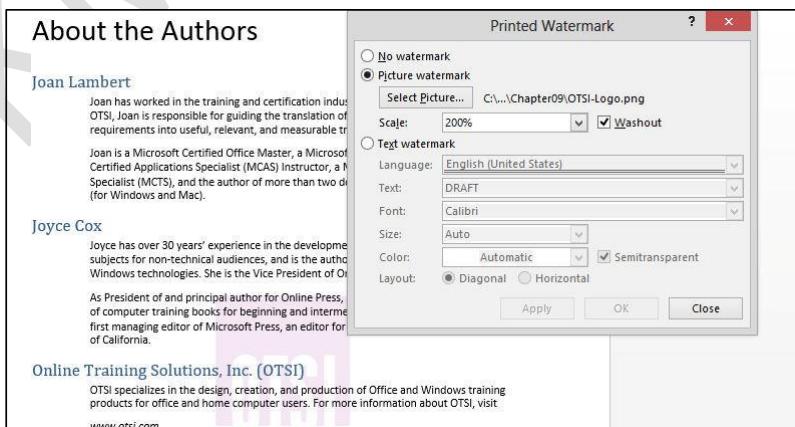


Figure 117 In this dialog box, you can specify a custom picture or text watermark.

Next let's insert a picture watermark.

- 7 Redisplay the Printed Watermark dialog box. Click Picture watermark, and then click Select Picture to open the Insert Pictures dialog box.
- 8 In the From a file area of the Insert Pictures dialog box, click Browse. In the Insert Picture dialog box that opens,
- 9 In the Printed Watermark dialog box, click the Scale arrow and then, in the list, click 200%.
- 10 With the Washout check box selected, click Apply to insert the watermark in the document but leave the dialog box open. Drag the dialog box by its title bar until the watermark is displayed.



Let's make the watermark larger.

- 11 In the Printed Watermark dialog box, click in the Scale box, drag to select 200%, and enter 400% to replace the existing setting. Then click OK to change the watermark size and close the dialog box.

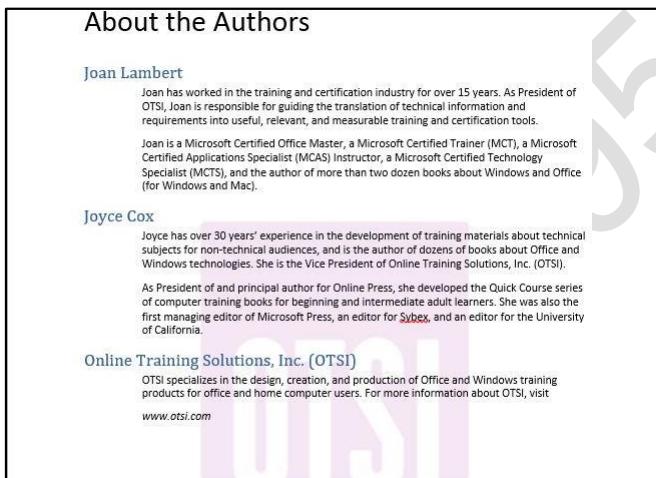


Figure 120 The picture watermark adds visual interest without obscuring the text.

9.3 Previewing and adjusting page layout

Working on your document in the default **Print Layout** view means that you always know how the document content will appear on the printed page. While you're working in the document, you can use the commands in the Page Setup group on the Page Layout tab to adjust the margins and the direction of the page (the *page orientation*) to best suit your content and delivery method. If you're planning to deliver the document at a page size other than the default, you can format the document to display and print correctly by changing the paper size.

Although the layout of each page is visible in Print Layout view, it's also a good idea to pre-view the whole document before you print it. This gives you more of a high-level overview of the document than when you're working directly in the content. Previewing is essential for multipage documents but is helpful even for one-page documents. You can preview a document by displaying the Print page of the Backstage view and then page through the document displayed in the right pane. This view shows exactly how each page of the document will look when printed on the specified printer.

If you don't like what appears in the preview pane of the Print page, you don't have to leave the Backstage view to make adjustments. The left pane of the Print page provides access to many of the commands that are available in the Page Setup group on the Page Layout tab, allowing you to change the following document settings while previewing their effect on the printed page:

- **Orientation** You can switch the direction in which a page is laid out on the paper.

The default orientation is Portrait, in which the page is taller than it is wide. You can

set the orientation to Landscape, in which the page is wider than it is tall.

- **Paper size** You can switch to one of the sizes available for the selected printer by making a selection from a list.
- **Margins** Changing the margins of a document changes where information can appear on each page. You can select one of Word's predefined sets of top, bottom, left, and right margins, or set custom margins.

TIP All the pages of a document have the same orientation and margins unless you divide the document into sections. Then each section can have independent orientation and margin settings.

To configure multiple print layout settings in one place, or to configure settings for only specific sections of the document, click Page Setup on the Print page (or click the Page Setup dialog box launcher on the Page Layout tab) to open the Page Setup dialog box, in which you can configure additional options.

When you have the settings as you want them, click the large Print button at the top of the Print page to send the document to the printer.

9.4 Inserting Header and Footer

Header and footer You can display information on every page of a document in regions at the top and bottom of a page by selecting a style from the Header or Footer gallery. Word displays dotted borders to indicate the header and footer areas, and displays a Design tool tab on the ribbon. You can enter and format information in the header and footer by using the same techniques you do in the document body and also by using commands on

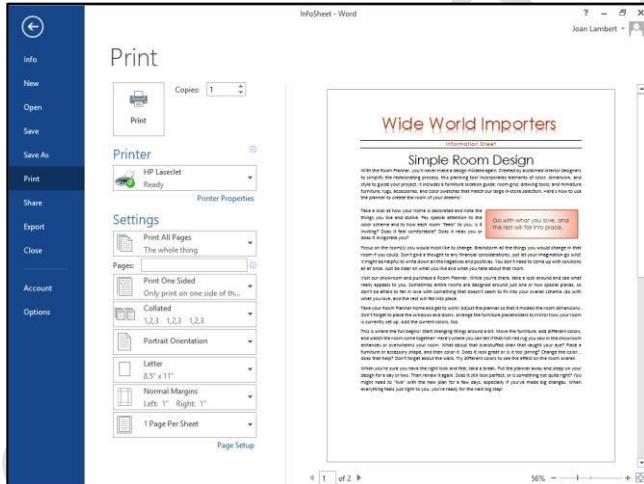


Figure 121 The Print page of the Backstage view.

the Design tool tab. You can have a different header and footer on the first page of a document and different headers and footers on odd and even pages.

We can add headers and footers to the document. We'll use two different headers designed for odd pages and even pages, and their coordinating footers, so that when the document is printed double-sided, the headers and footers will always appear on the outside edges of the paper

1. Scroll to the second page. Select and delete the heading Simple Room Design, because its function is now fulfilled by the document title on the cover page.
2. With the cursor at the beginning of page 2, on the Insert tab, in the Header & Footer group, click the Header button. Scroll through the Header gallery, and then click the Facet (Even Page) header to add it to the page. Notice that although you're on the second page of the file, the header displays page number 1. This is because the cover page is counted separately from the document pages.

TIP You can mix different headers, footers, and document themes to create a document that has the look and feel you want.

3. Investigate the configuration options available on the Design tool tab. In the Options group, select the Different Odd & Even Pages check box, and notice that the header label changes from Header to Odd Page Header.



Figure 122 The header label helps you determine which kind of header to use.

TIP In step 3, we inserted an even page header on the second page of the document, but Word now indicates that it is an odd page, because it is page number 1 of the document following the cover page. However, if we print the document double-sided, the even page header will align appropriately on the outside edge of the paper when we turn the pages.

14. In the Navigation group, click the Next button to move to the header area at the top of the page 3. In the Header & Footer group, click the Facet (Odd Page) thumbnail to insert the header. Again, the seemingly incorrect page number 2 appears in the header because the document content is numbered separately from the cover page.

TIP To use a numbering scheme other than arabic numerals, to number pages by chapter, or to control the starting number, click the Page Number button in the Header & Footer group, and then click Format Page Numbers. In the Page Number Format dialog box, you can select from several page numbering formats and options.

- 15 In the Navigation group, click the Go to Footer button to move the cursor to the footer area at the bottom of the last page of the document. In the Header & Footer group, click the Footer button, and then in the gallery, click the Facet (Odd Page) thumbnail to insert the footer and the associated document properties.

- 16 In the Navigation group, click the Previous button to move to the footer area of the second page. In the Footer gallery, click the Facet (Even Page) thumbnail to insert the footer and the associated document properties. Then in the Close group, click the Close Header and Footer button.

All pages of the document other than the cover page now have a header and footer. Next, let's add a quote box to emphasize a specific phrase in the document.

- 17 On the Insert tab, in the Text group, click the Quick Parts button, and then click Building Blocks Organizer to open the Building Blocks Organizer dialog box shown at the beginning of this topic.

- 18 Scroll through the Building blocks list, previewing a few of the building blocks.

Click the Name column heading, double-click the separator to the right of the

Name column heading so that all the names are visible, and then scroll through the

list again. Notice that page elements of the same theme are coordinated.

- 19 In the Building blocks list, click Semaphore Quote, and notice its position on the page shown in the preview pane. Then click Insert to insert the quote box in the same position on the document page and display the Drawing Tools Format tool tab, from which you can format the quote box contents.

- 20 Change the zoom level of the document to 100% so that the text is legible. Select and copy the last sentence of the fourth paragraph of the document (Go with what you love...). Then click the placeholder in the quote box to select the placeholder text.

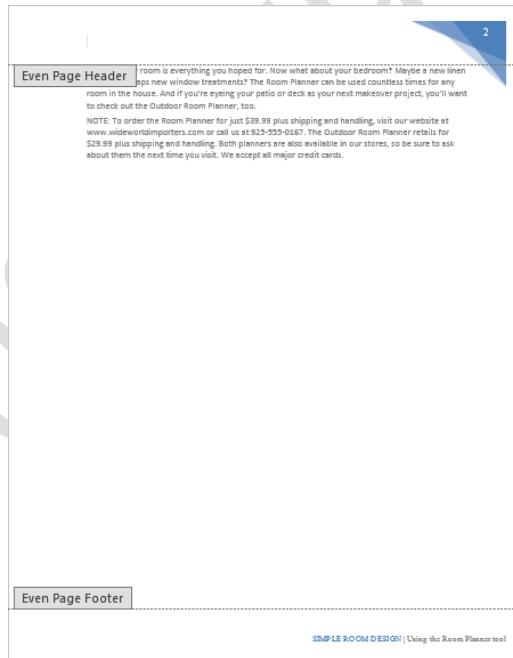


Figure 123 Headers and footers can include any information you want to display, including graphics.

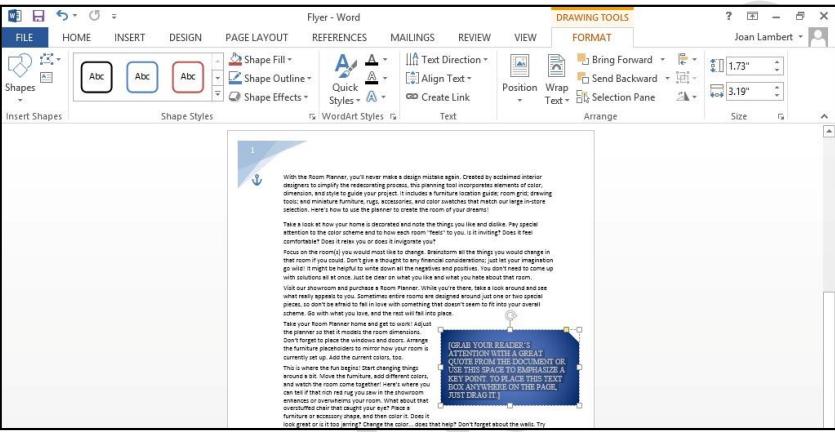


Figure 124 Placeholder text in the quote box tells how to enter text and move the quote box on the page.

21. On the Insert tab, in the Header & Footer group, click the Header button, and then click Edit Header.

Notice that on the Header & Footer Tools Design tab, in the Navigation group, the Link to Previous button is selected. This indicates that this section has inherited the header and footer settings of the preceding section. Because the preceding section has no header or footer on its first page, this one doesn't either.

22. On the Design tool tab, in the Options group, clear the Different First Page check box to add the header to this page.

You might have to adjust the header and footer settings after creating a new section.

23. Click the Close Header and Footer button.

9.5 Printing Document

1. Display the Print page of the Backstage view. Notice that this is a two-page document. The colored document background is not displayed in the preview pane, because it will not be printed.
2. In the Printer area, click the active printer to display the list of installed printers.
3. In the Printer list, click the printer to which you want to send the document. Notice that the options available on the Print page might change when you select a different printer.

TIP You can manage these programs and printers from the Devices And Printers control panel item.

- 4 Point to the Information icon in the upper-right corner of the Printer area, or to the selected printer name, to display a ScreenTip that contains printer status information.

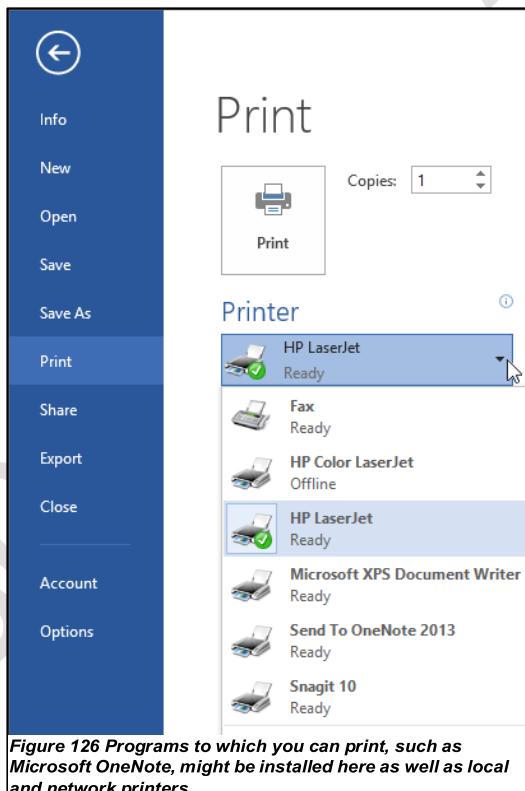


Figure 126 Programs to which you can print, such as Microsoft OneNote, might be installed here as well as local and network printers.

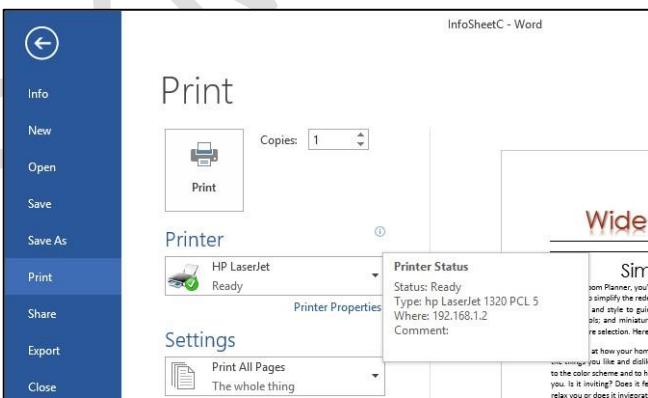


Figure 125 The printer status information includes the installed driver and connection information.

- 5 In the Settings area, click Print All Pages, and then scroll through the list to review the options for printing specific parts of the document, or document information.

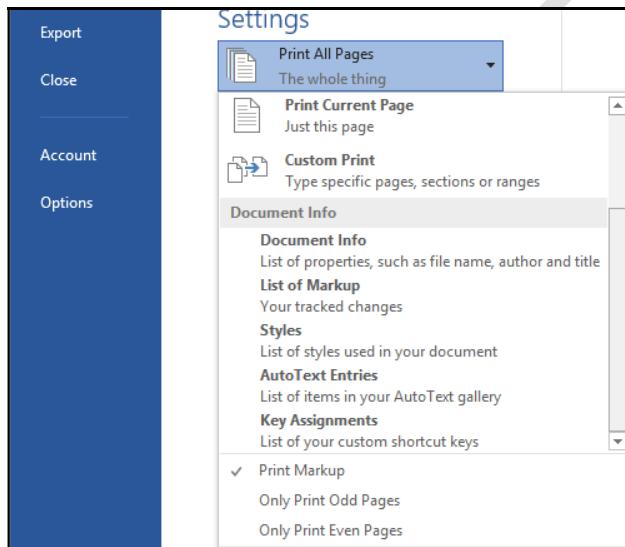


Figure 127 You can choose to print all or part of a document, or to print information that is selected

- 6 In the list, click Custom Print, and then in the Pages box, enter 2.
7 In the Copies box at the top of the page, enter 2. Then click the Print button to print two copies of the second page of the document on the selected printer and return to the document.

Frequently used shortcuts

This table shows the most frequently used shortcuts in Microsoft Word.

To do this	Press
Open	CTRL+O
Save	CTRL+S
Close	CTRL+W
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Select all	CTRL+A
Bold	CTRL+B
Italic	CTRL+I
Underline	CTRL+U
Decrease font size 1 point	CTRL+[
Increase font size 1 point	CTRL+]
Center text	CTRL+E
Left align text	CTRL+L
Right align text	CTRL+R
Cancel	Esc
Undo	CTRL+Z
Re-do	CTRL+Y
Zoom	ALT+W, Q, then tab in Zoom dialog box to the value you want.