

# **Guru Nanak College - Budhlada**



**Semester – 1**  
**[2023 – 2024]**

## **Project Management Assignment File**

***Submitted By:***

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***Submitted To:***

**Assistant Professor Manwinder Singh**



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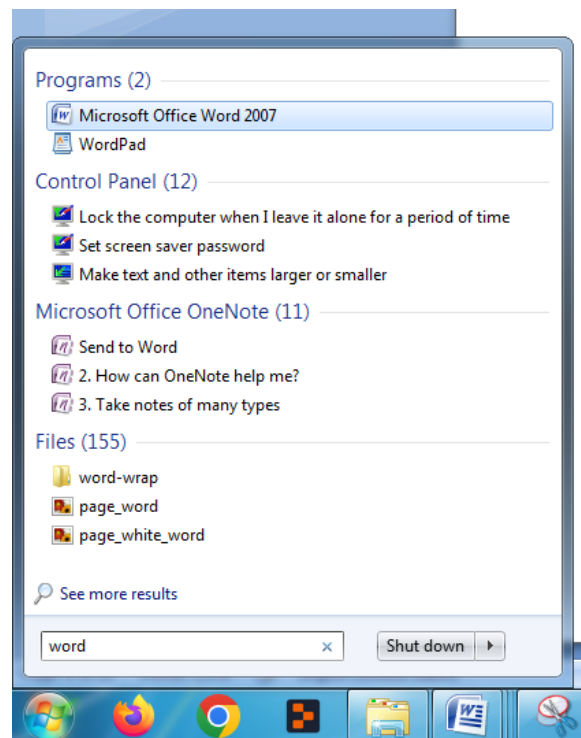
# Introduction to Microsoft Word

Microsoft word is a word processor software developed by Microsoft in 1983. It is the most commonly used word processor software. It is used to create professional quality documents, letters, reports, resumes, etc and also allows you to edit or modify your new or existing document. The file saved in Ms Word has .docx extension. It is a component of the Microsoft Office suite, but you can buy it separately and is available for both Windows and macOS. The latest version of Ms Word is 2021.

## How to open MS Word?

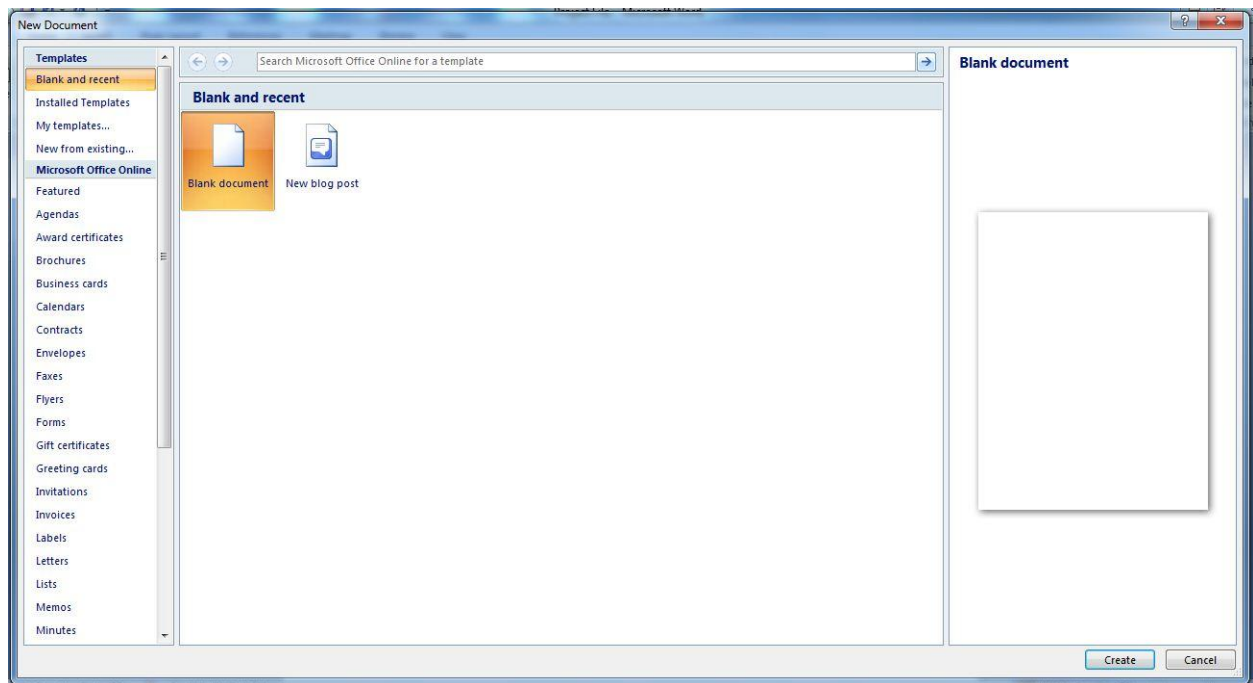
The following step shows how to open MS words:

**Step 1:** Type Ms Word in the search bar.

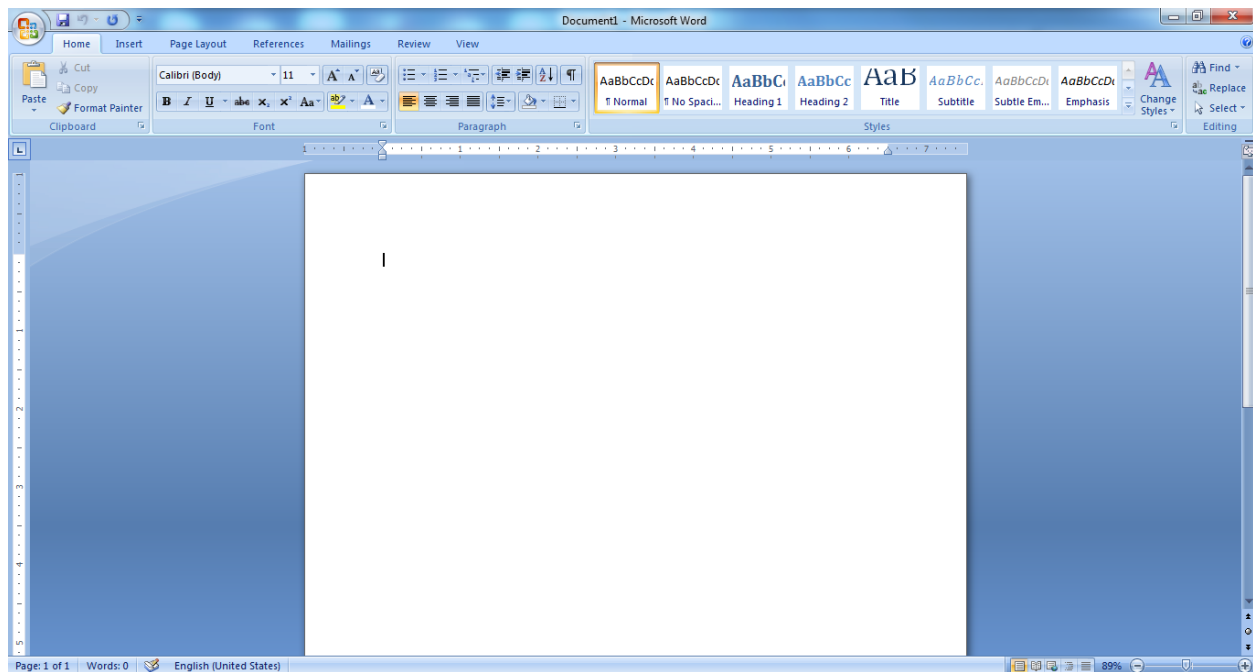


**Step 2:** Select Ms Word application.

**Step 3:** Select a blank document and press create button.



Then you will get a window like in the image below where you can write your content and perform different types of operations on that content, like font type, style, bold, italic, etc. You can also add images, tables, charts to your document.

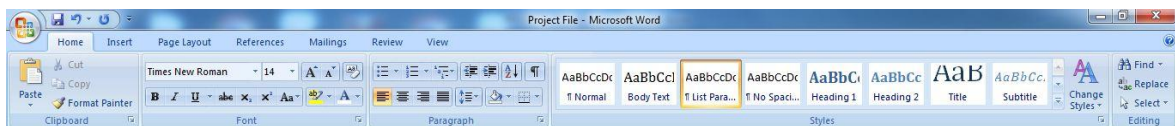


# Features of Microsoft Word

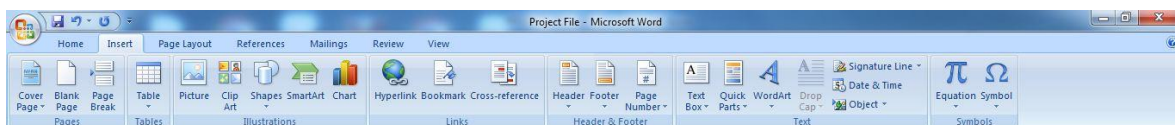
- ❖ Microsoft Word is a computer program for processing words.
- ❖ Microsoft Word provides a general set of tools for entering, editing, and formatting text.
- ❖ Microsoft Word has everything that a conventional typewriter has. It provides various useful features that cannot be done on a typewriter.

*They are:*

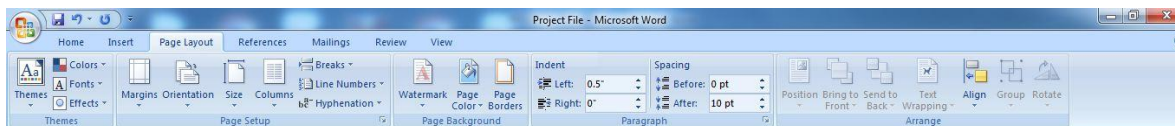
- ❖ **Home:** This has options like font color, font size, font style, alignment, bullets, line spacing, etc. All the basic elements which one may need to edit their document is available under the home option.



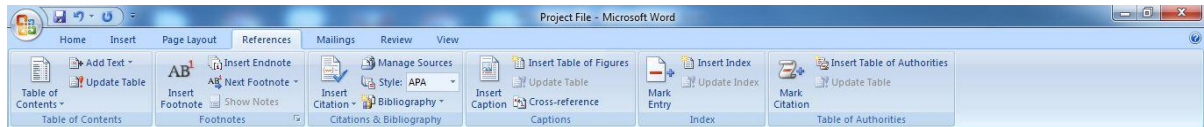
- ❖ **Insert:** Tables, shapes, images, charts, graphs, header, footer, page number, etc. can all be used in the document. They are included in the “Insert” category.



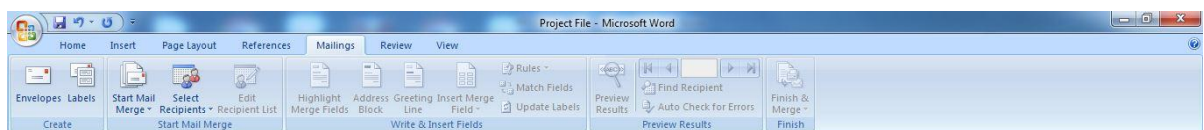
- ❖ **Page Layout:** Under the Page Layout tab comes options like margins, orientation, columns, lines, indentation, spacing, etc.



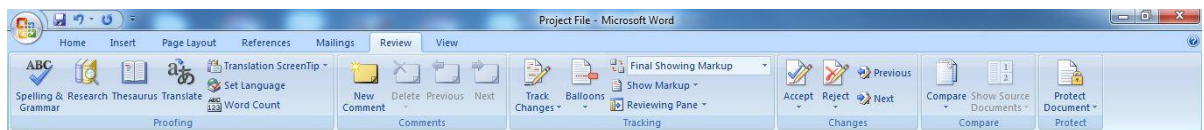
- ❖ **References:** This tab is the most useful for those who are creating for work or writing books or lengthy documents. Options like citation, footnote, table of contents, caption, bibliography, etc. can be found under this tab.



- ❖ **Mailing:** This tab contains tool to make envelopes, labels, adding removing recipients lists, address blocks, greeting lines, etc. tools to make mailing documents in MS Word.



- ❖ **Review:** Spell check, grammar, Thesaurus, word count, language, translation, comments, etc. can all be tracked under the review tab. This acts as an advantage for those who get their documents reviewed on MS Word.



- ❖ **View:** Setting how our created document will look like. We check in view tab. We can also set how the file we are working on will appear, how multiple tabs can be fit into one window etc.



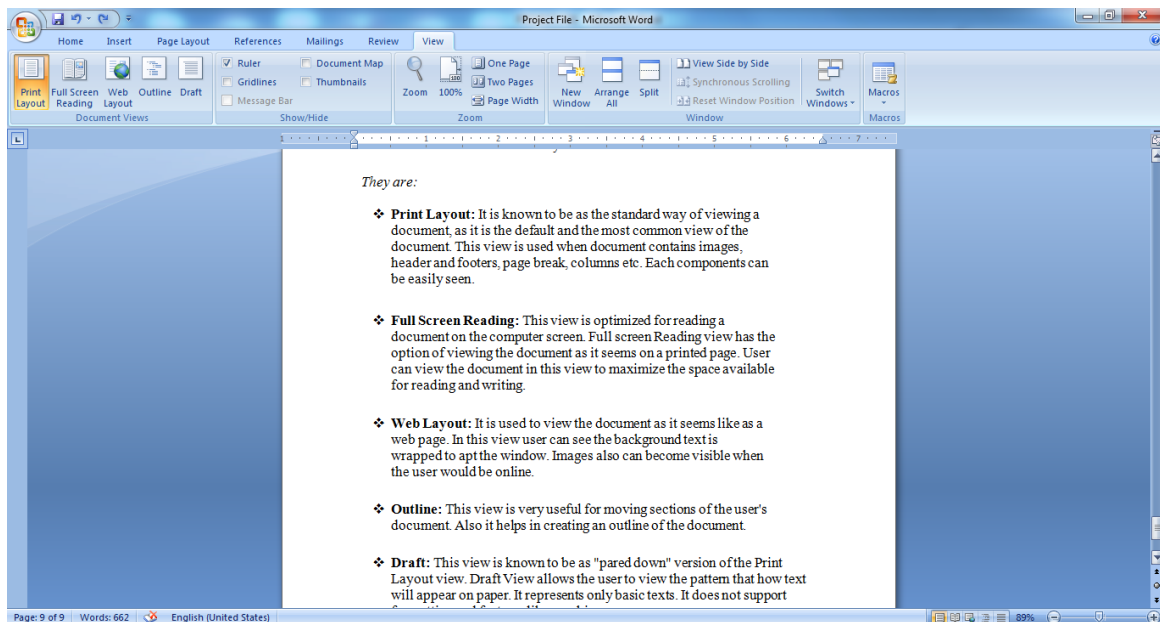


# Display Various Views of Document

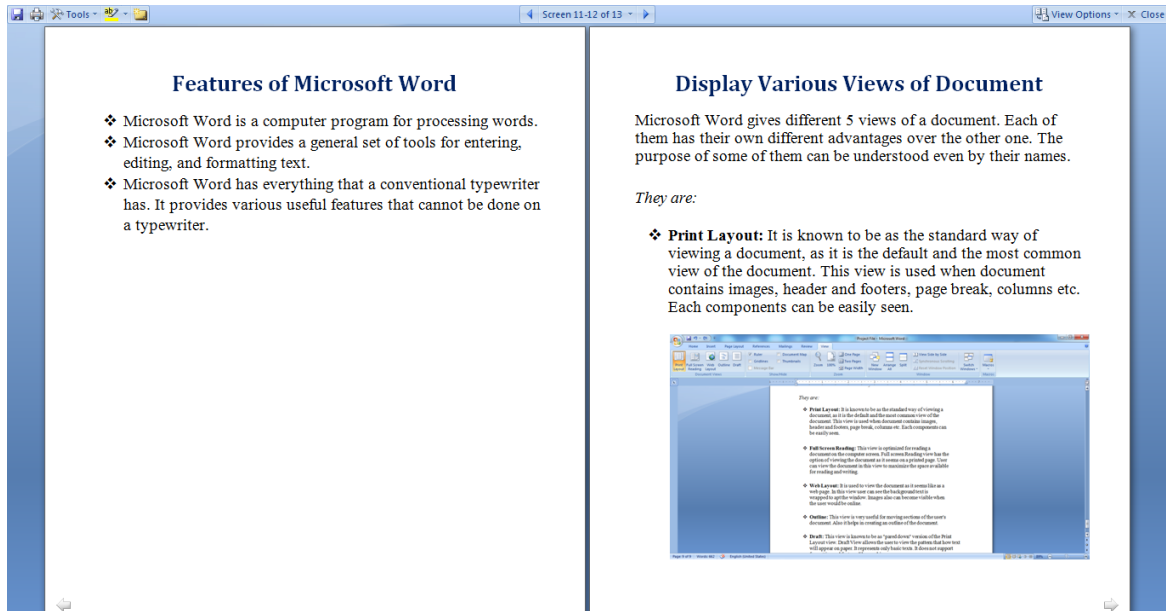
Microsoft Word gives different 5 views of a document. Each of them has their own different advantages over the other one. The purpose of some of them can be understood even by their names.

*They are:*

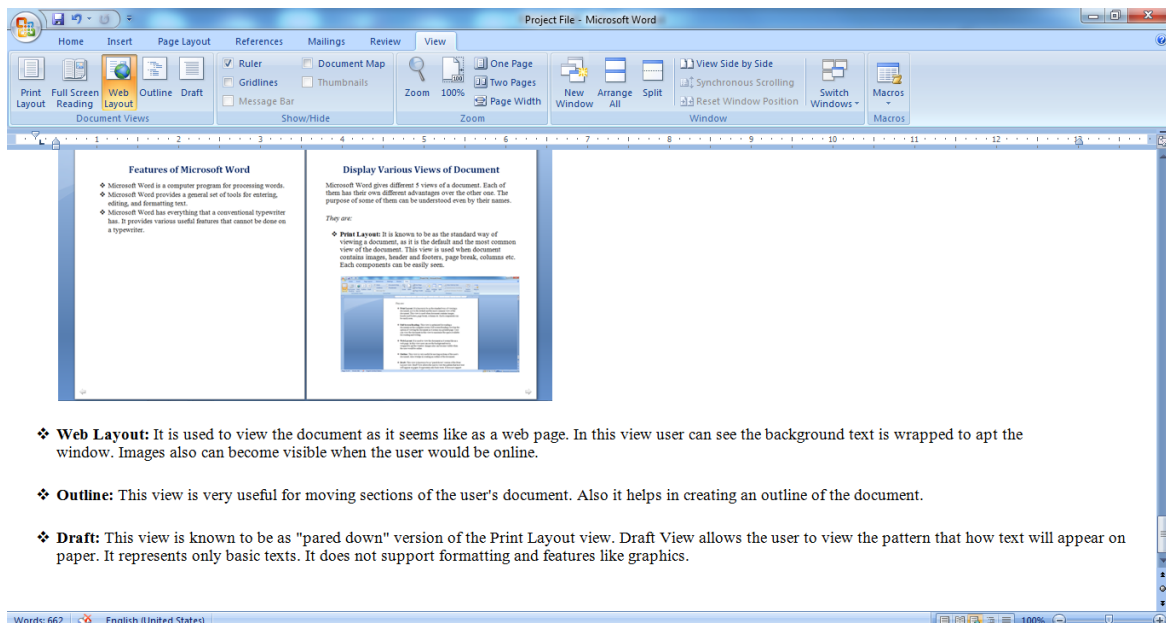
- ❖ **Print Layout:** It is known to be as the standard way of viewing a document, as it is the default and the most common view of the document. This view is used when document contains images, header and footers, page break, columns etc. Each components can be easily seen.



- ❖ **Full Screen Reading:** This view is optimized for reading a document on the computer screen. Full screen Reading view has the option of viewing the document as it seems on a printed page. User can view the document in this view to maximize the space available for reading and writing.

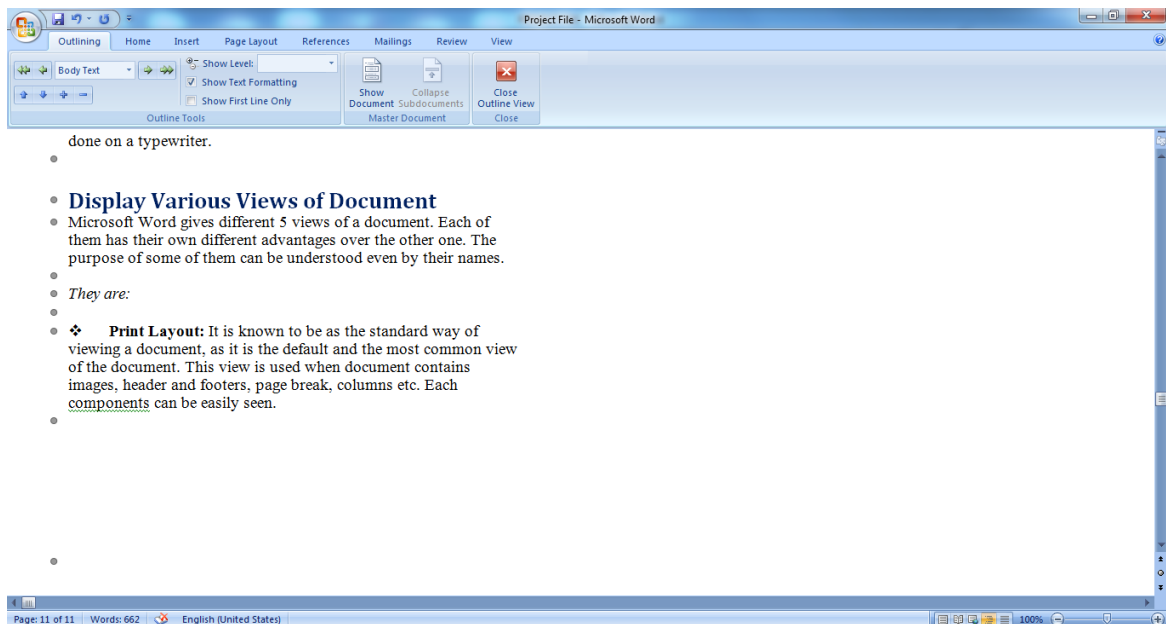


- ❖ **Web Layout:** It is used to view the document as it seems like as a web page. In this view user can see the background text is wrapped to apt the window. Images also can become visible when the user would be online.

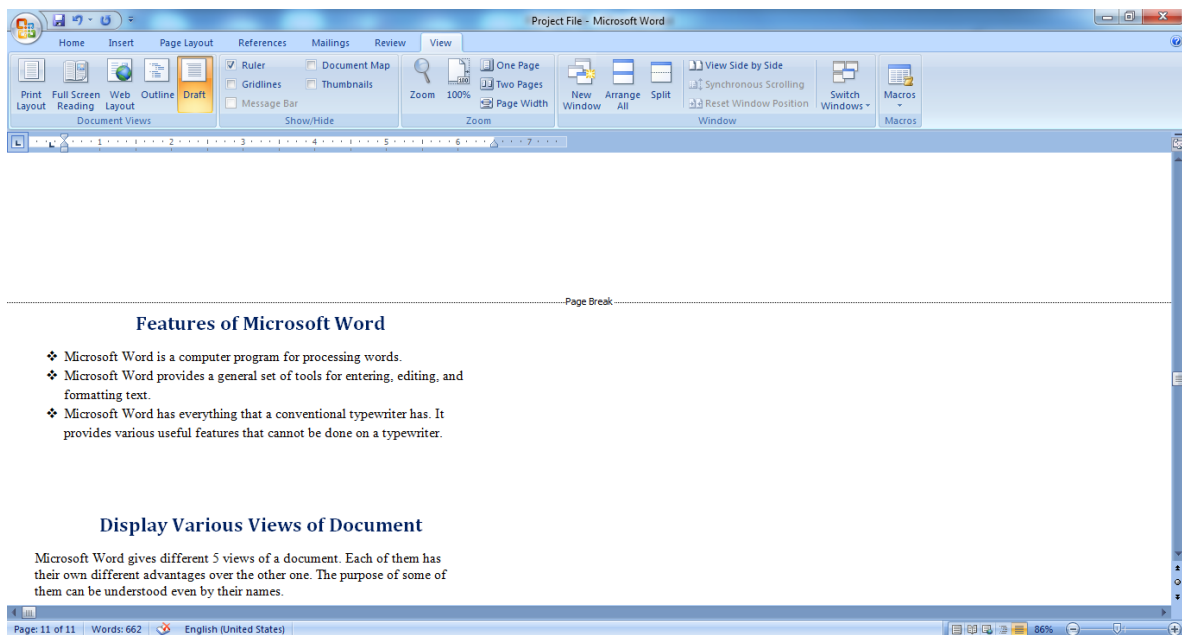


- ❖ **Web Layout:** It is used to view the document as it seems like as a web page. In this view user can see the background text is wrapped to apt the window. Images also can become visible when the user would be online.
- ❖ **Outline:** This view is very useful for moving sections of the user's document. Also it helps in creating an outline of the document.
- ❖ **Draft:** This view is known to be as "pared down" version of the Print Layout view. Draft View allows the user to view the pattern that how text will appear on paper. It represents only basic texts. It does not support formatting and features like graphics.

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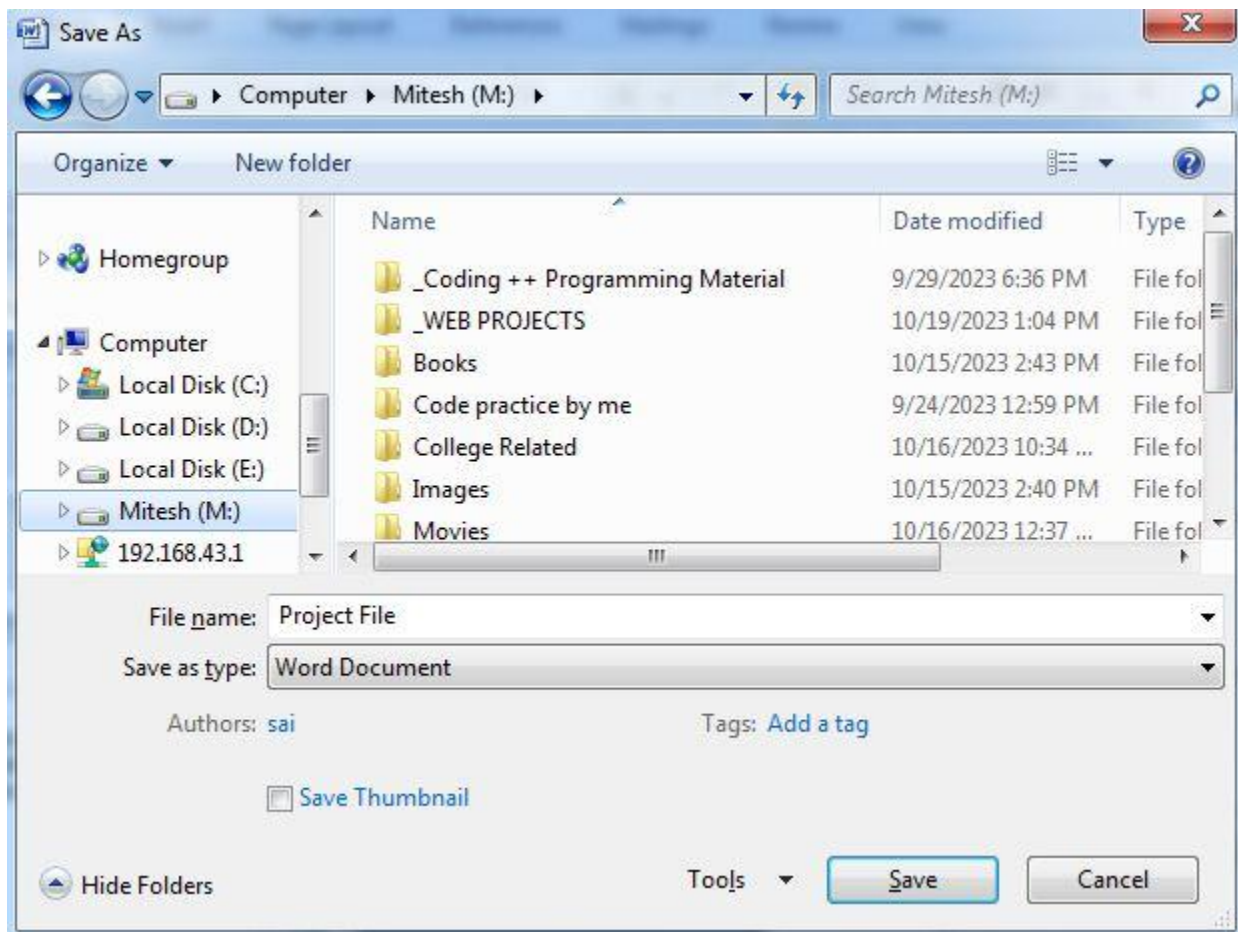


# Saving a Document

Save your document, so you don't lose all your hard work.

## Steps to save document in MS Word:

- ❖ Click FILE > Save, pick or browse to a folder, type a name for your document in the File name box, and click Save.
- ❖ Save your work as you go – hit Ctrl + S often.
- ❖ This will help you save your progress in document each time you make changes in it.

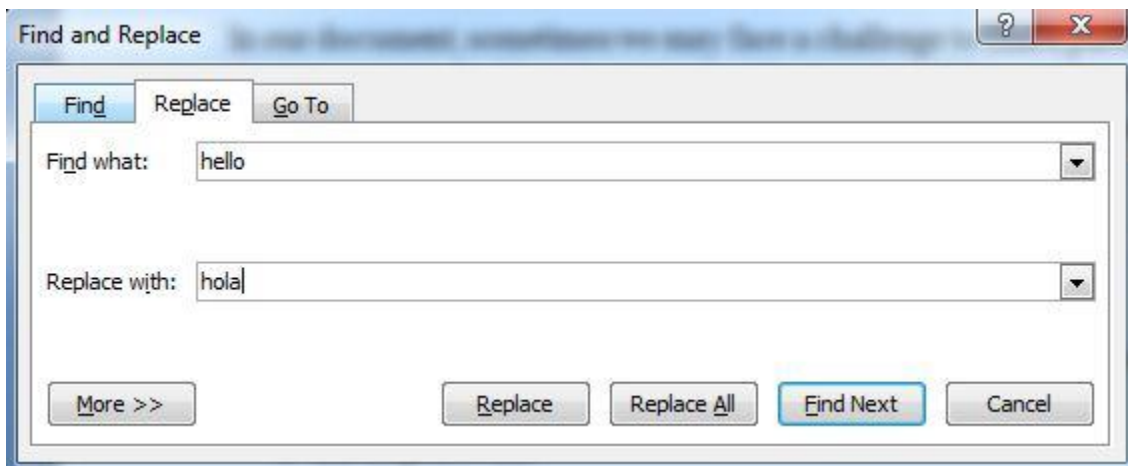


## Finding and Replacing Text

In our document, sometimes we may face a challenge to find a particular text in document, or to find it and replace it with a new text. This problem can be solved in MS Word using finding and replacing text technique. This will save our time in finding and replacing text at each occurrence.

### Steps to find and replace text:

- ❖ In Home tab, go to Editing box > then Replace option.
- ❖ A dialogue box will open. In Find input field, enter text you want to find; and in Replace input field, enter new text.
- ❖ Hit Replace – if you want to replace only first occurrence of given text.
- ❖ Hit Replace All – if you want to replace all occurrences of given text.



## Align Text Using Tabs

Sometimes, we can face challenge to align our text at left side of document, or at center, or at right side, or at both right and left sides. This challenge can be met using alignment tools given in MS Word.

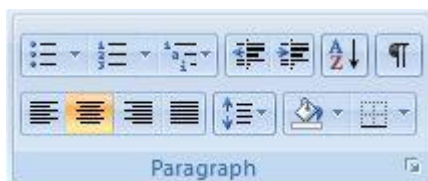
### Steps to align text:

- ❖ In Home tab, come to Paragraph box, look at second row first column, here are all four alignment tools we can use.
- ❖ **Left Align:** Aligns paragraph at left side of page. (Ctrl + L)



On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

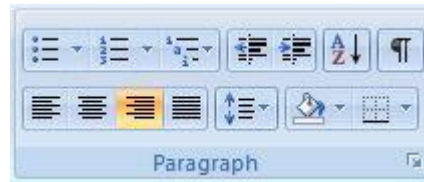
- ❖ **Center Align:** Aligns paragraph at center of page. (Ctrl + E)



You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.



- ❖ **Right Align:** Aligns paragraph at right side of page. (Ctrl + R)



To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.

- ❖ **Justify:** Aligns paragraph at both right and left sides of the page. (Ctrl + J)



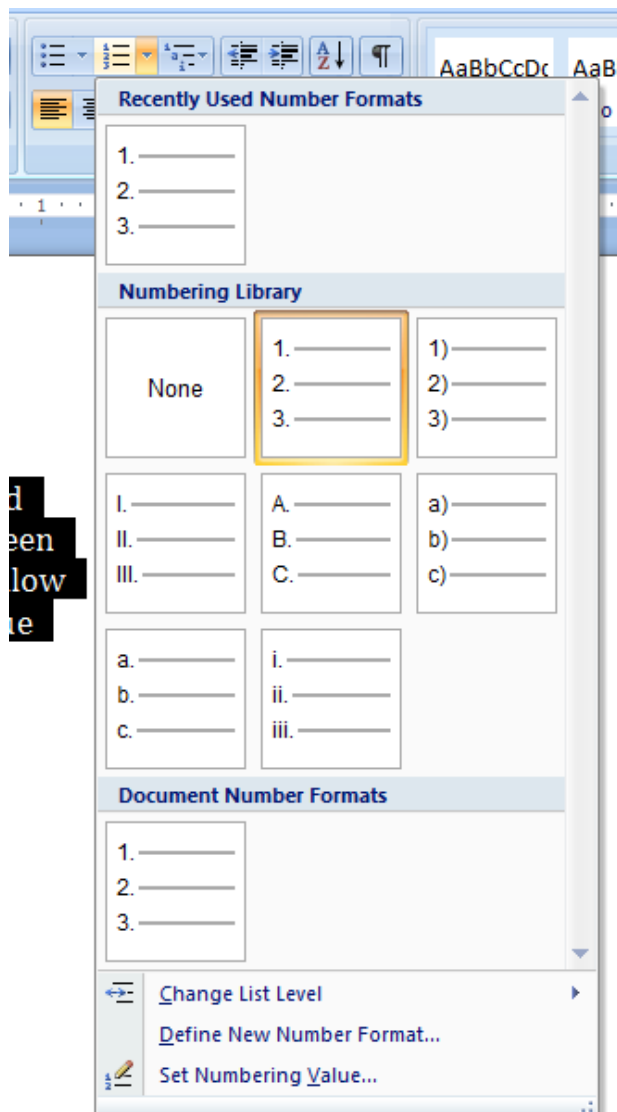
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## Displaying Tab as List Items

In our document, if we want to display some sort of data in list forms, then we can do it using home tab of MS Word. We can create Ordered and Unordered lists in our document using MS Word.

### Steps to make Lists:

- ❖ In Home tab, look at Paragraph box, in first row first column, lies options to make lists.
- ❖ **Ordered Lists:** These will use either mathematical numbers to represent items, or English alphabets, or roman numbering system.



Colors:

1. Red
2. Green
3. Yellow
4. Blue

Colors:

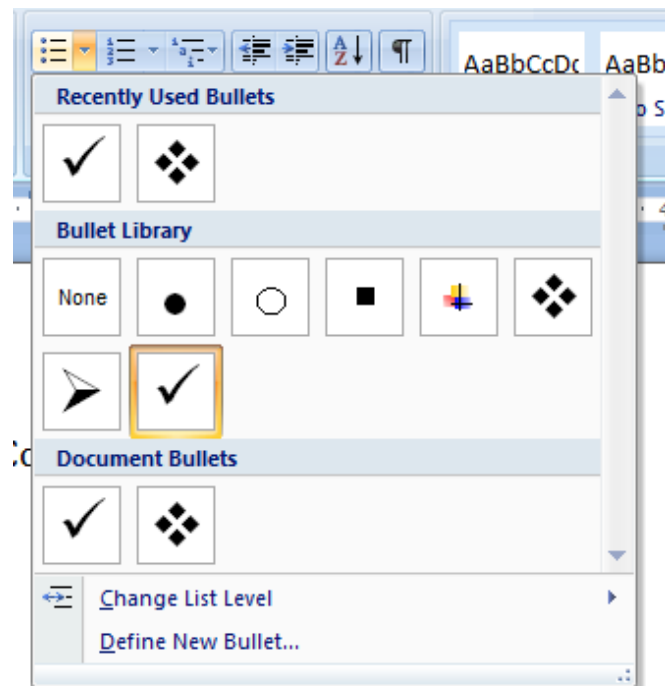
- a) Red
- b) Green
- c) Yellow
- d) Blue

Colors:

- i. Red
- ii. Green
- iii. Yellow
- iv. Blue



- ❖ **Unordered Lists:** These will use different different types of bullets to represent list items. We can choose from multiple options.



Colors:

- Red
- Green
- Yellow
- Blue

Colors:

- ✓ Red
- ✓ Green
- ✓ Yellow
- ✓ Blue

Colors:

- ✚ Red
- ✚ Green
- ✚ Yellow
- ✚ Blue

Colors:

- ❖ Red
- ❖ Green
- ❖ Yellow
- ❖ Blue

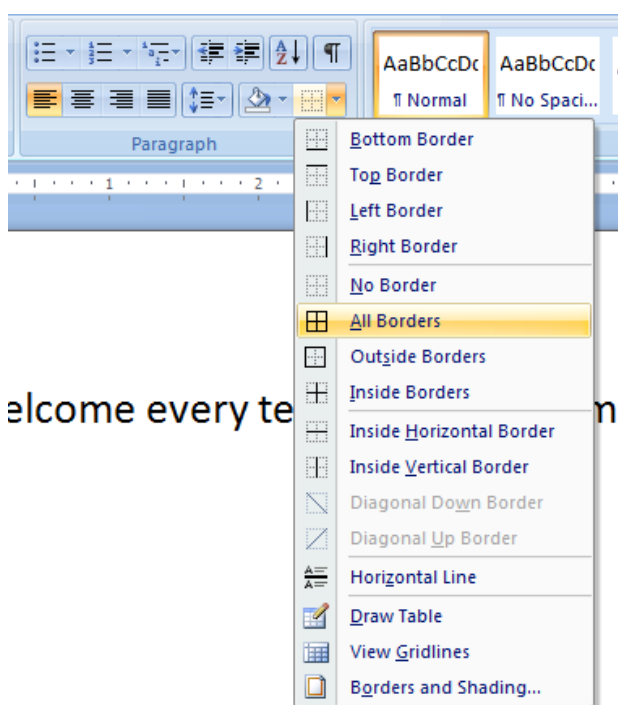
## Applying Border and Shading

Sometimes, in our document, we want to apply borders, drop-shadows and box-shadows to images, tables, pages, etc. entities of the document.

This problem can be met easily in MS Word.

### Steps to apply border:

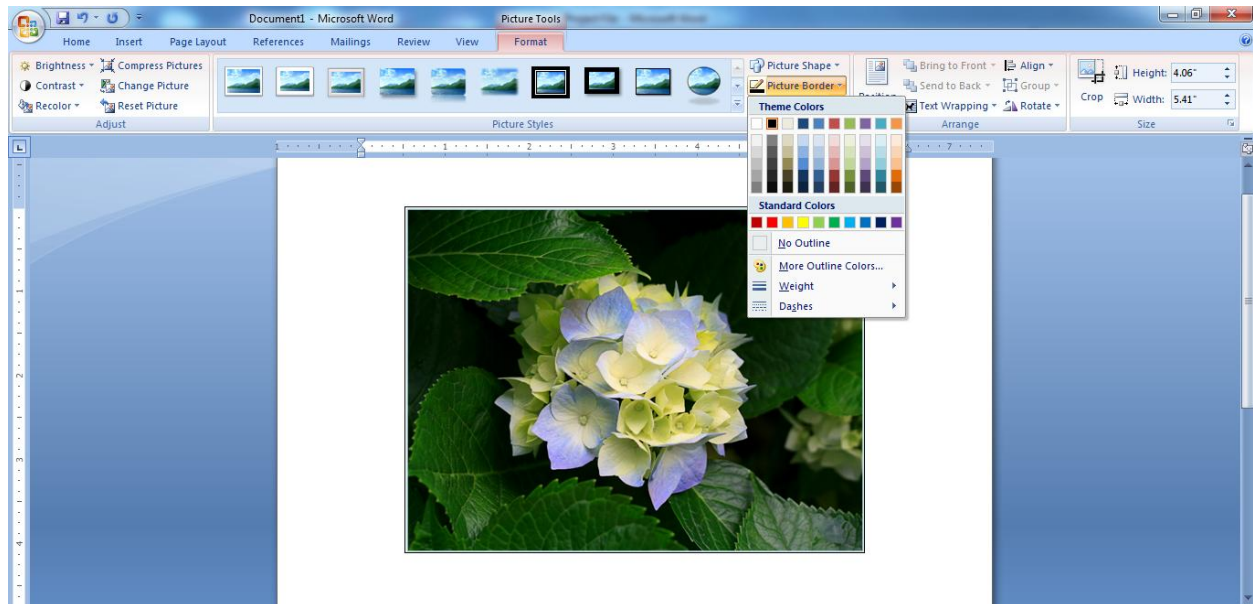
If we want to apply borders to a PARAGRAPH, then simply go in HOME tab > PARAGRAPH box > look at last option of second row > and this is option for setting borders. By default it is set to “No Borders”. We are setting property of “All Borders”.



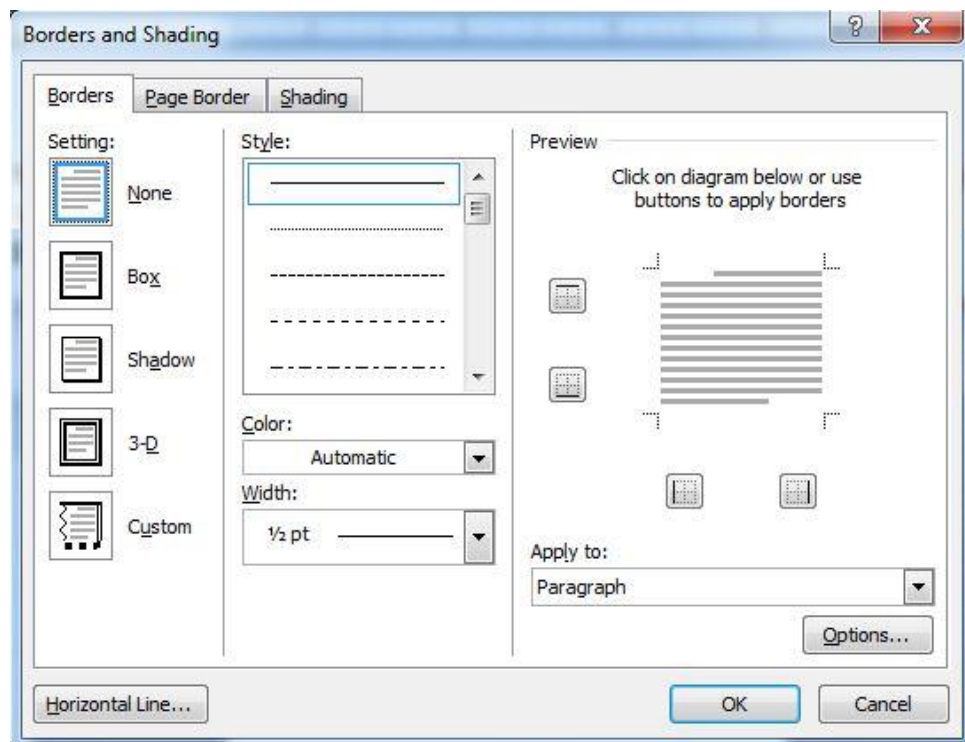
Welcome every team member of money heist.

If we want to apply borders to a table, then it is done by same steps. By default, a table is set to property of “All Borders”. So if we want to change any border’s visibility we can by clicking on given options.

We can also add borders to images. But this time as we click on image, a “Format” tab appears. In this tab > look at PICTURE STYLES box > look at PICTURE BORDER option. In this option, we can set borders to our image.



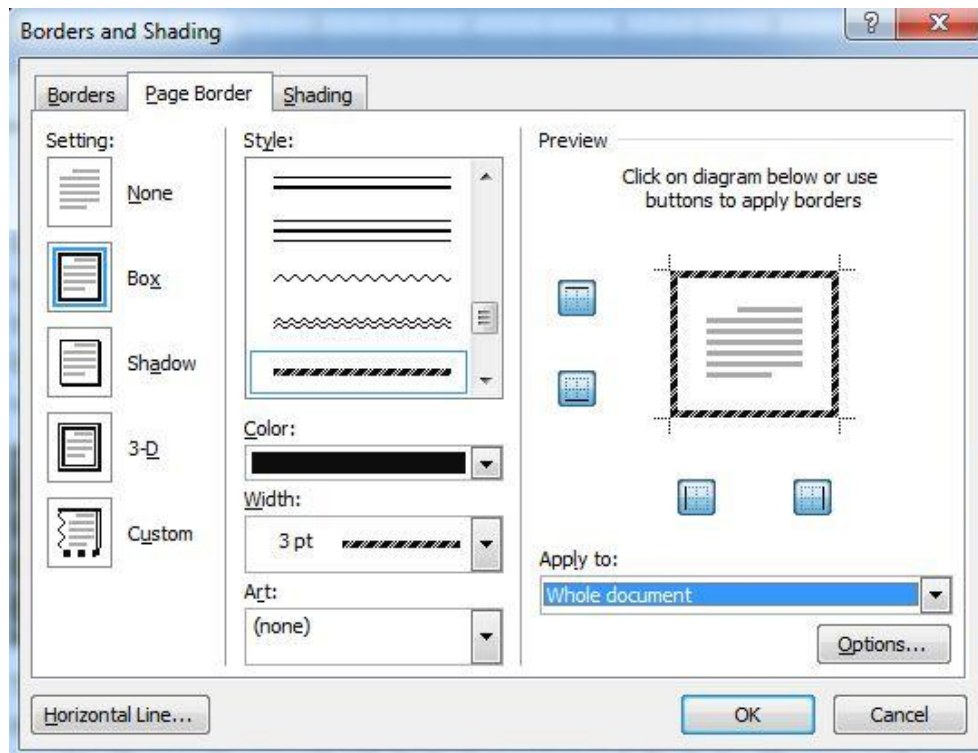
Second way to apply borders to a image is to follow steps given to apply border to text. But this time, we have go in last option BORDER AND SHADING of drop-down menu. A dialogue box will open like this:



From here borders tab, we can set images to our image.

What is we want to apply borders to our whole document pages, then don't worry?

We can apply borders to pages through same dialogue box. Just go to PAGE BORDER tab of the dialogue box, here we can apply our favorite border to the pages.



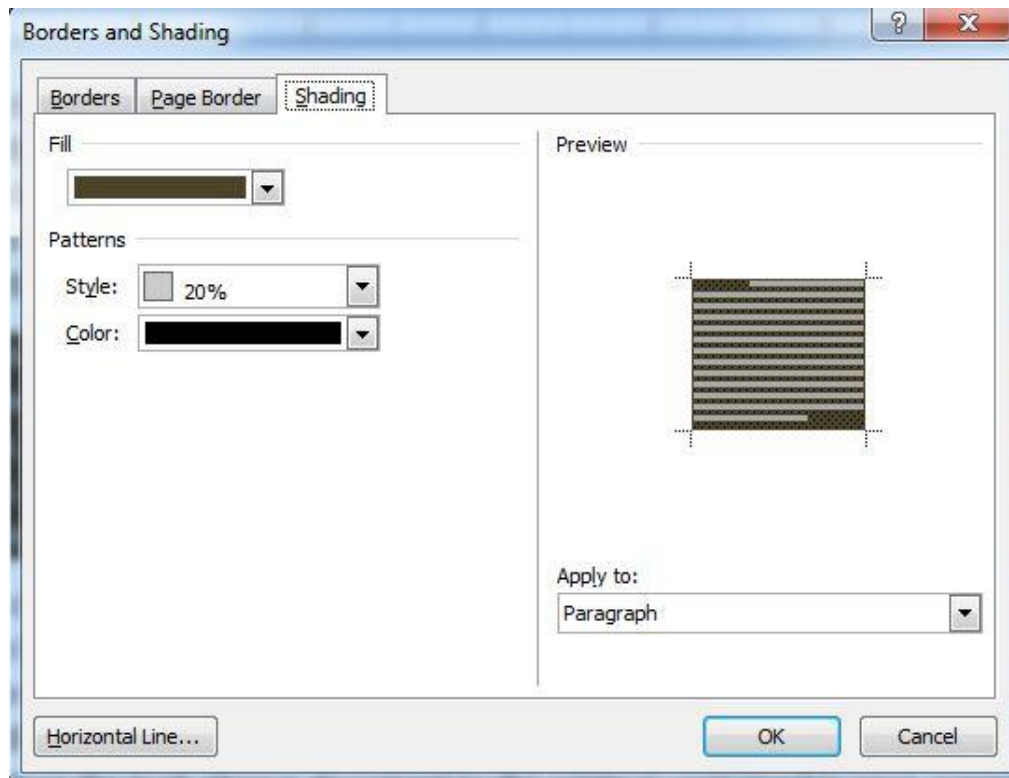
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To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always

## Steps to apply shading effects to our content:

Just in the same BORDER AND SHADING dialogue box, a tab with name SHADING is available. From here we can apply different different types of shadings to our content in our document.



You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

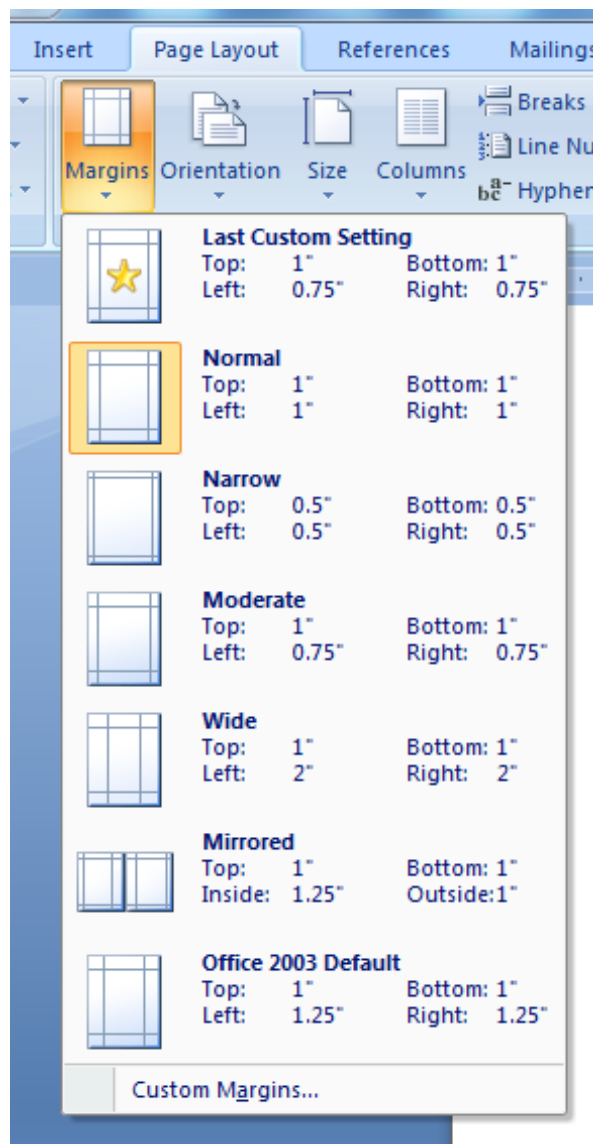


## Adjust Margins and Orientation

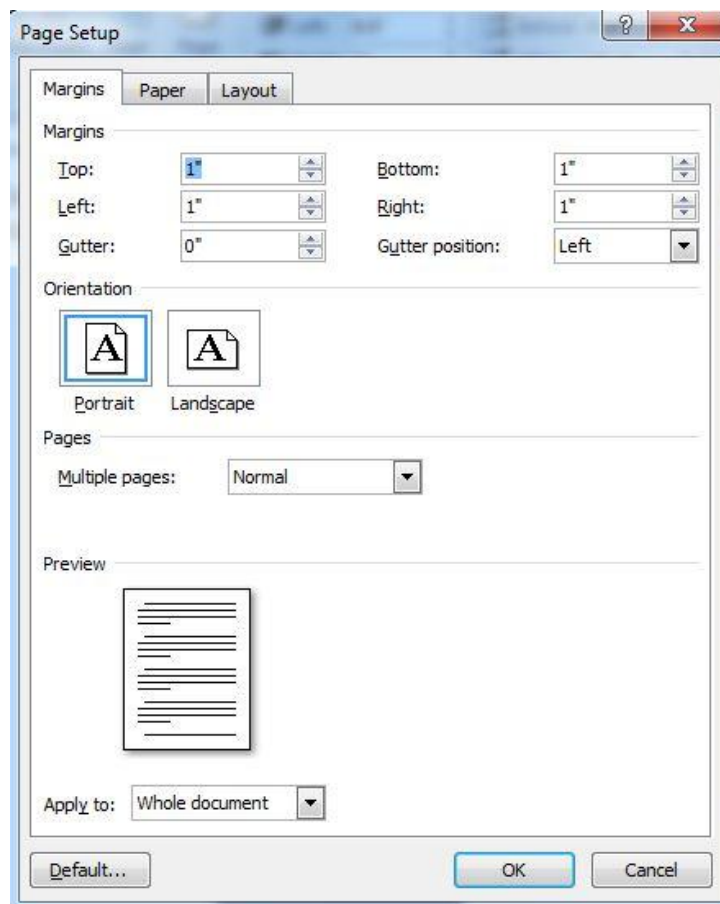
In our document, if we want to add or remove extra or change margin spaces from all four sides of the pages, then we can do this task easily. We can also define whether our pages should be portrait or landscape in view.

### Steps to set page margins:

- ❖ Go to Page Layout tab. Look at Page Setup box. First option is MARGINS.
- ❖ Margin option contains a dropdown like this:

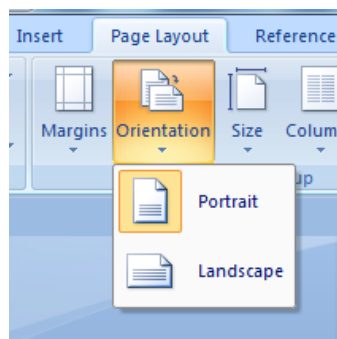


- ❖ We can use any margin setting for our pages. We can also custom them according to our own preferences. Custom margins box looks like this:



### Steps to set orientation of our pages:

- ❖ Go to Page Layout tab. Look at Page Setup box. Look at 2nd option ORIENTATION.
- ❖ A dropdown will open like this, from it we can set our page orientation whether it should be landscape or portrait:

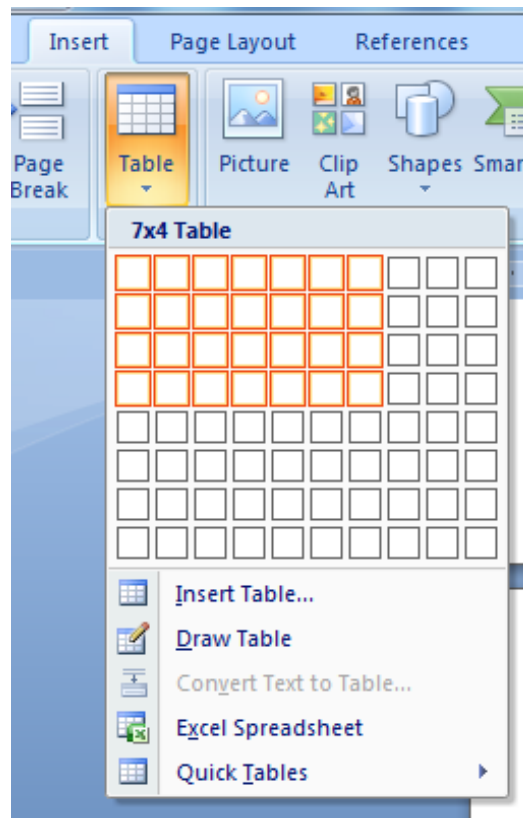


## Inserting and Formatting a Table

In our document, if we want to represent some sort of a tabular form, then this is also not a difficult task in MS Word. We can easily create, format and use tables in MS Word.

### Steps to create a table:

- ❖ Go to Insert tab. Look at Tables box. In it, there is only one option and that is for creating a table in our document.
- ❖ A dropdown for selecting columns and rows will open, simply select wanted rows and columns, or create custom rows and columns using Insert Table option:

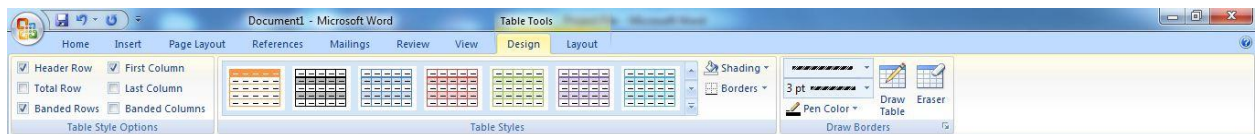


- ❖ On leaving the mouse button, the selected columns and rows will be displayed on the document simply.
- ❖ A basic table will look like this:



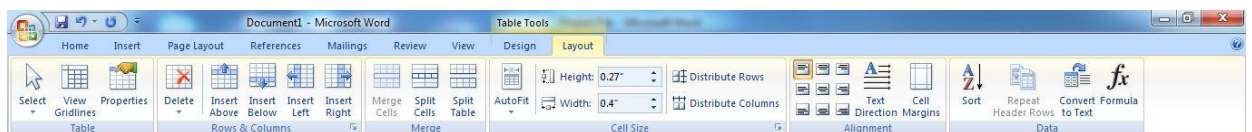

### Steps to format a table:

- ❖ After a basic layout of table gets created, we can use tools available in Design and Layout tabs to format our table as we wish.
- ❖ Design and Layout tabs get displayed only when we click on any part of our table.
- ❖ Design tab looks like:



Here are many tool like table styles, shading of cells, borders, borders formatting, drawing borders and tables, erasing them etc.

- ❖ And Layout tab looks like:



Here are options like inserting rows and columns, merging cells, splitting them, cell margins, formula options etc.

Using these tools we can create stunning cool looking and work efficient tables for our document.

## Convert Text to a Table

In MS Word, we can also convert text available to us in a tabular form based on some condition.

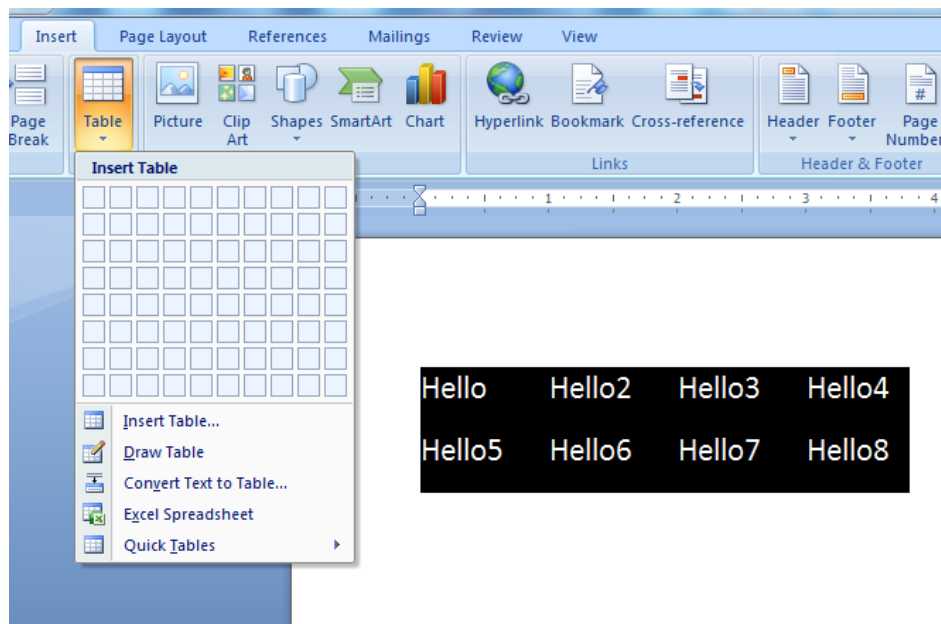
Suppose we have this sort of text:

Hello	Hello2	Hello3	Hello4
Hello5	Hello6	Hello7	Hello8

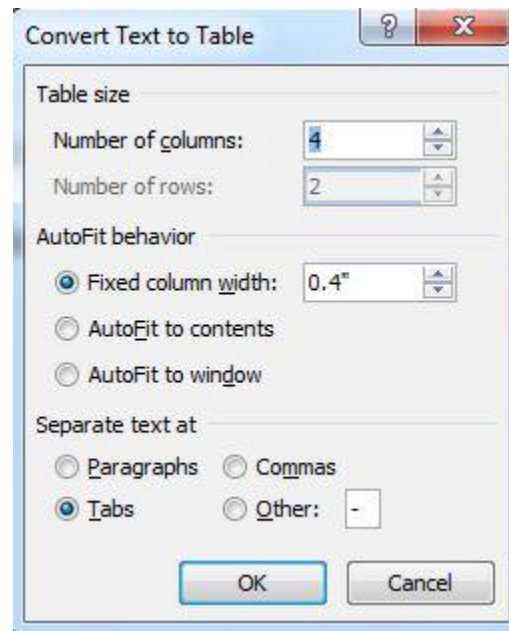
And we want to convert it into tabular form. We can do this easily with MS Word tools.

### Steps to convert text into table:

- ❖ Go to Insert Tab. Look at Tables box.
- ❖ Select text you want to convert.
- ❖ Click on Table option. A dropdown will open like this:



- ❖ Click on Convert Text to Table option. A dialogue box will open like:



- ❖ Set columns, rows, their width and height, and separation character. Then hit OK.
- ❖ Output will be:

Hello	Hello2	Hello3	Hello4
Hello5	Hello6	Hello7	Hello8

## Sorting Table Data

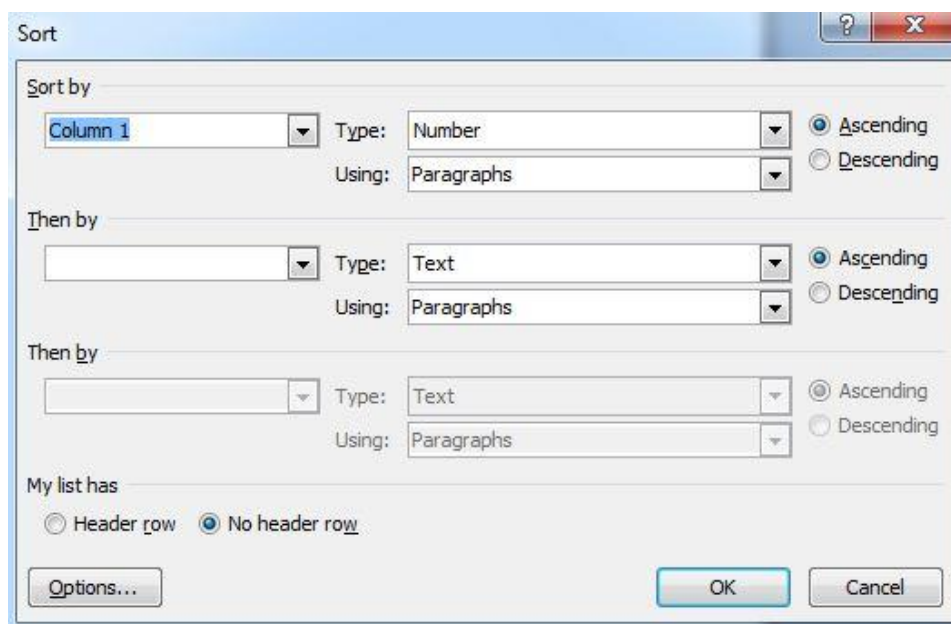
In our document, if we have a table, and we want to sort its data in ascending or descending order based on any column of the table, then it's also a very easy task to be done.

Suppose we have this raw table and we want to sort its data in ascending order based on its first column:

Bat	23	21	45
Ball	34	64	34
Cat	45	23	56
Cow	56	654	76
Apple	67	43	89
Money	87	32	90
Heist	98	12	21

### Steps to sort data in table:

- ❖ Click on any part of the table.
- ❖ Go to Layout Tab. Look at Data box at last. Click on first option SORT.
- ❖ A dialogue box will open like this:



- ❖ Set the settings according to your preference and hit OK.
- ❖ Output will look like this:

Apple	67	43	89
Ball	34	64	34
Bat	23	21	45
Cat	45	23	56
Cow	56	654	76
Heist	98	12	21
Money	87	32	90

- ❖ All adjacent columns data is still original means it's still bounded to the first column of the table. Means data is not changed will rearranging of the rows in the table.

## Performing Calculations in Table

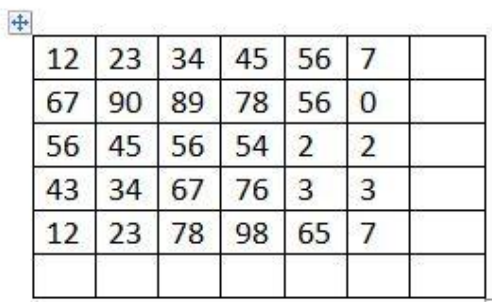
Sometimes, we have a numeric table in our document, and we want to perform different sorts of mathematical functions in tables, such as sum of all elements of a column or of a row, or such other functions like addition, subtraction, average etc. This problem can be met using formula options in layout tab of table.

Suppose we have this raw table:

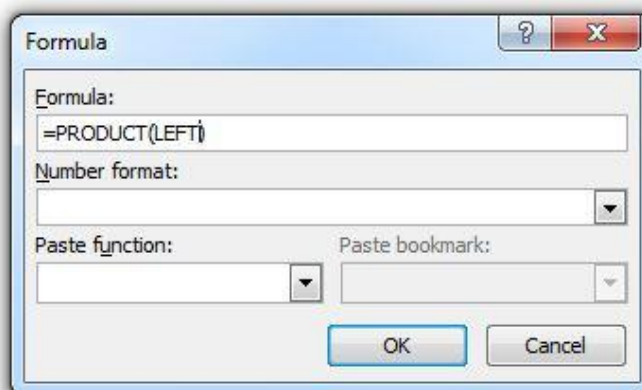
12	23	34	45	56	7	
67	90	89	78	56	0	
56	45	56	54	2	2	
43	34	67	76	3	3	
12	23	78	98	65	7	

### Steps to perform calculations in table:

- ❖ Click on cell of the table in which you want to store result.
- ❖ Go to Layout tab.
- ❖ Look at rightmost option FORMULA of rightmost box DATA.
- ❖ Clicking on it will open a dialogue box like this:



12	23	34	45	56	7	
67	90	89	78	56	0	
56	45	56	54	2	2	
43	34	67	76	3	3	
12	23	78	98	65	7	



Formula

Formula:

Number format:

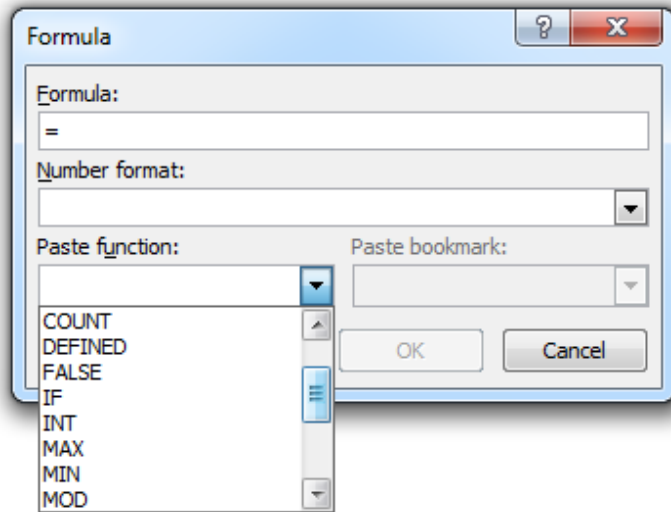
Paste function:

Paste bookmark:

OK Cancel

- ❖ We can pass values RIGHT, ABOVE, BELOW and LEFT (in uppercases only) in parenthesis of each formula. We can select formula from Paste Function dropdown menu:

12	23	34	45	56	7	
67	90	89	78	56	0	
56	45	56	54	2	2	
43	34	67	76	3	3	
12	23	78	98	65	7	



- ❖ If we perform function to add all cells of each row and column, in lowermost row and in rightmost column, then it will give expected output:

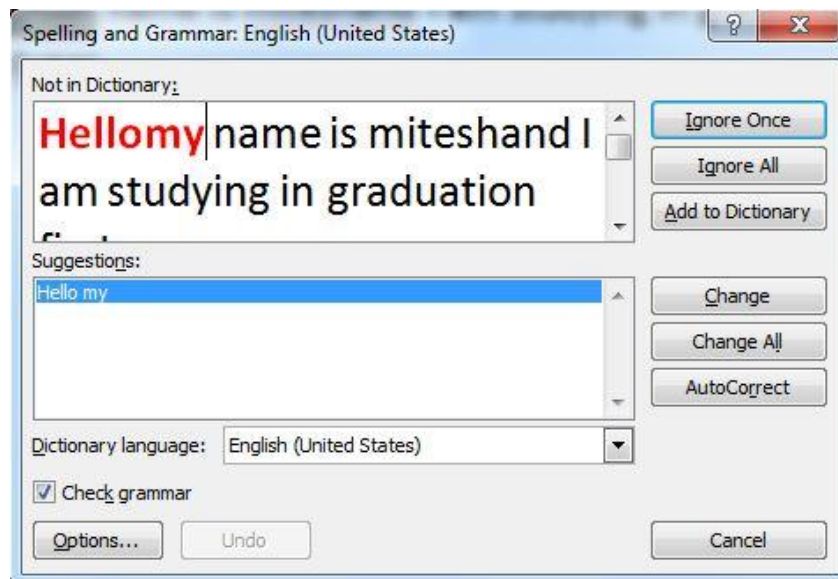
12	23	34	45	56	7	<b>177</b>
67	90	89	78	56	0	<b>380</b>
56	45	56	54	2	2	<b>215</b>
43	34	67	76	3	3	<b>226</b>
12	23	78	98	65	7	<b>283</b>
<b>190</b>	<b>215</b>	<b>324</b>	<b>351</b>	<b>182</b>	<b>19</b>	

## Checking Grammar and Spellings

While working on our document, we might face the problem of wrong spellings and grammar mistakes. But MS Word provides solution to this problem also.

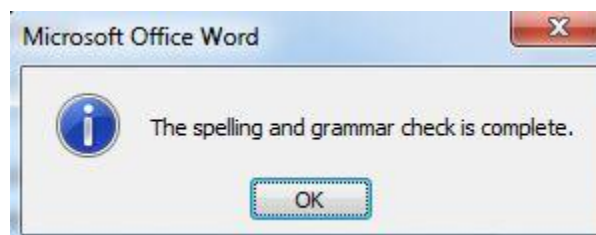
### Steps for checking grammar mistakes and spellings:

- ❖ Go to Review Tab.
- ❖ The leftmost option is for “Spelling & Grammar”.
- ❖ Click on it, if mistakes are there in document then a dialogue box will open like this:



It points out the mistakes in the document, and also provides solutions for them. We can simply ignore the mistakes or click on “Change” or “Change All” to correct the mistake(s) according to our preferences.

- ❖ If there are no mistakes in the whole document, then it will simply display the message box like:





## Modifying Pictures and Picture Appearance

In our MS Word document, we can also import pictures and if we don't like the real appearance of the imported pictures, we can change its appearance using editing tools of MS Word easily.

Suppose we have inserted this picture in document:



I want to modify this picture.

- ❖ Click on the picture. A Format tab will get displayed. In this tab, we can modify the picture.
- ❖ Format tab looks like:

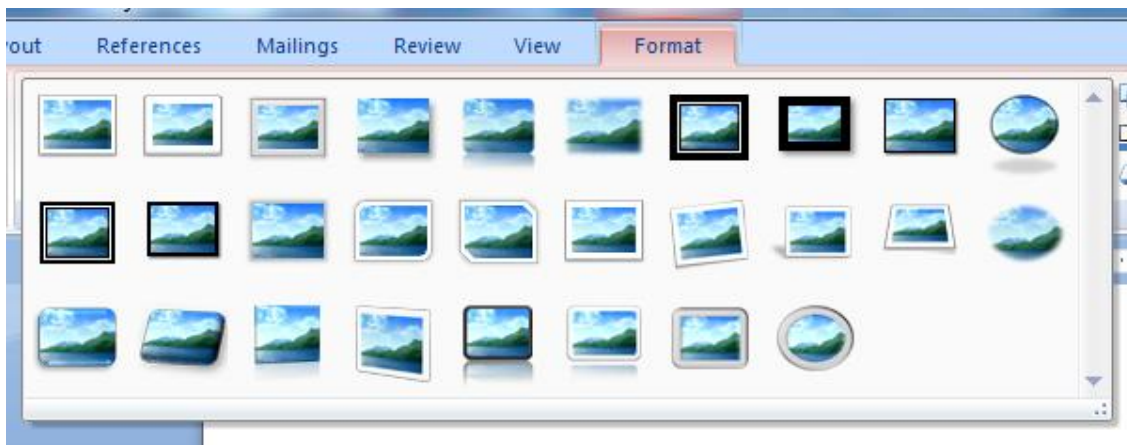


There are multiple options in this tab.

- ❖ Like to adjust picture, we can use brightness option, contrast option, recolor option, compress image etc.



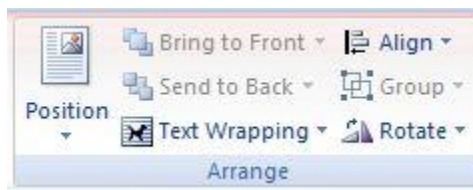
- ❖ To change style of the image, we can simply select from picture styles to change image's style and appearance.



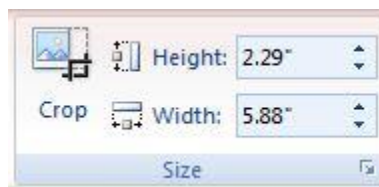
- ❖ Further, we can use picture border options, picture shape, and picture effects options.



- ❖ We can also change settings of positioning, text wrapping, alignment, rotation etc.



- ❖ We can also change size of image by cropping it or by setting width and height of the image.



- ❖ So, in this way using all these tools, we can modify our pictures and change their appearances easily.

## Wrap Text Around a Picture

In our document, if we want to place text data around a picture, means wrap a text around a picture, then this task can be completed easily in MS Word.

Suppose I have this image and text on a page:

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look. You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

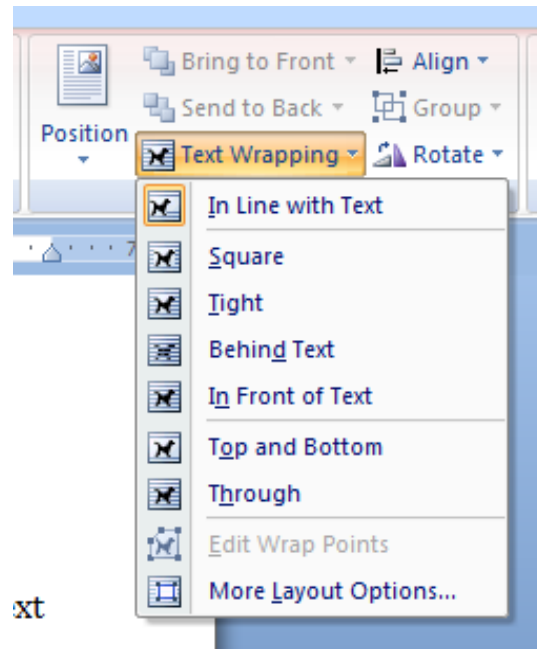


I want to set image in between of the text such that flow of reading text should not get broke.

This can be done using image modifying tools in Format tab.

### Steps to wrap text around a picture:

- ❖ Click on the image. Go to Format Tab. Look at Arrange box.
- ❖ Click on Text Wrapping option. A dropdown will be displayed like:



- ❖ From this we can select if we want image behind text, or image in front of text. These both options will not affect any position of text, just image move on text freely either in front of the text or in back side of the text.

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, borders, headers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look. You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.


In back side of the text.

In front side of the text.


On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, borders, headers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look. You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.



- ❖ If we select other options like square, tight, through, these will fit image into text, but this time text will get divided in four sections, top of image, right of image, bottom of image, left of image.

<p>On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other blocks. When charts, or coordinate with document look. change the selected text in by choosing a</p>		<p>document building you create pictures, diagrams, they also your current You can easily formatting of the document text look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.</p>
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- ❖ Top and Bottom option will work like this:

<p>On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages,</p>

<p>and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.</p>

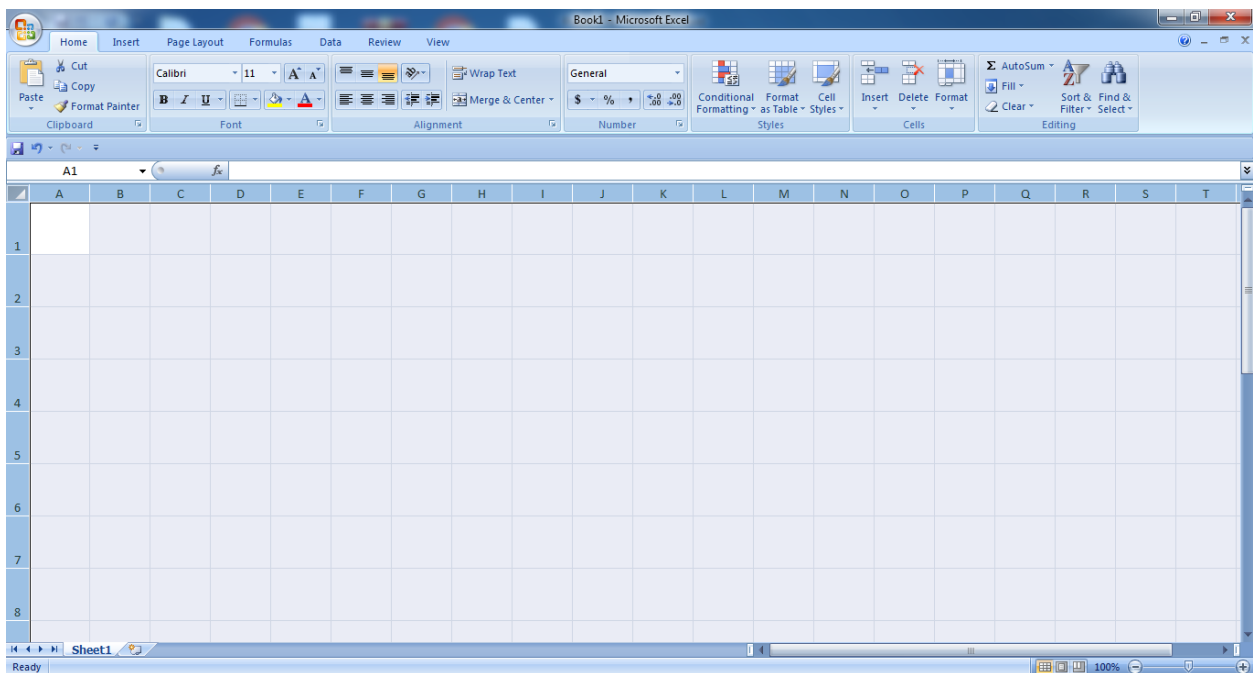
- ❖ And in line with text will use image as text and will fit it into the text line.

# Creating Sudoku Game

In excel, we can make famous games like Sudoku game. In this game, some conditions are followed such that a row or a column cannot contain same digit twice, and each group of 9 boxes cannot contain same digit twice. We can make this game simply by using conditioning rules of excel.

## Steps to create Sudoku Game:

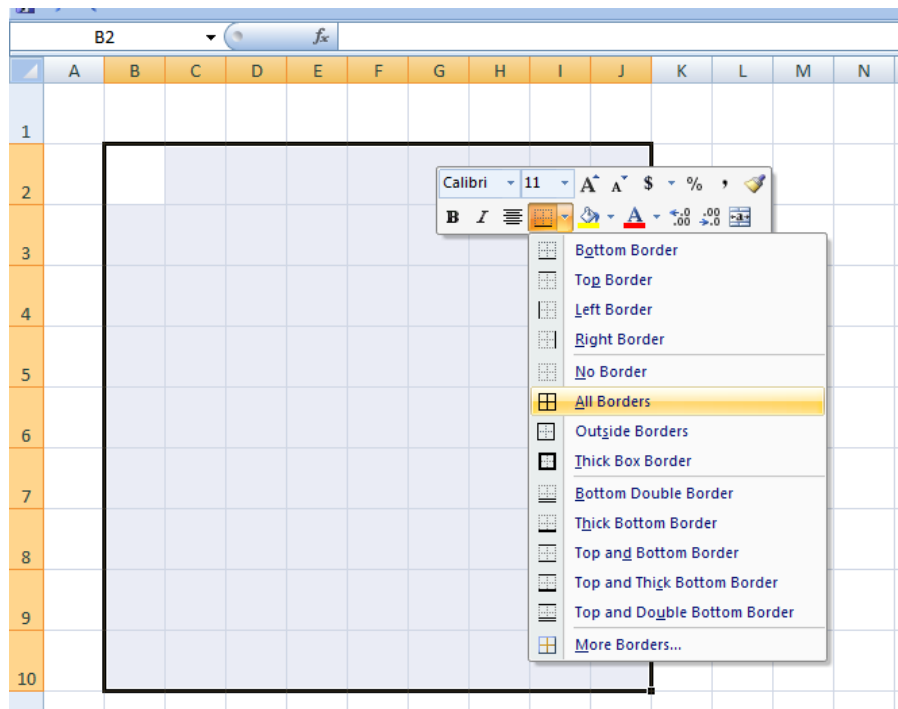
- ❖ First of all, open a new document in excel.
- ❖ In excel sheet, click at box that lies above row numbering and before column numbering. After clicking, make all rows and columns of same width and height. In simple words, change all cells of excel sheet into squares.



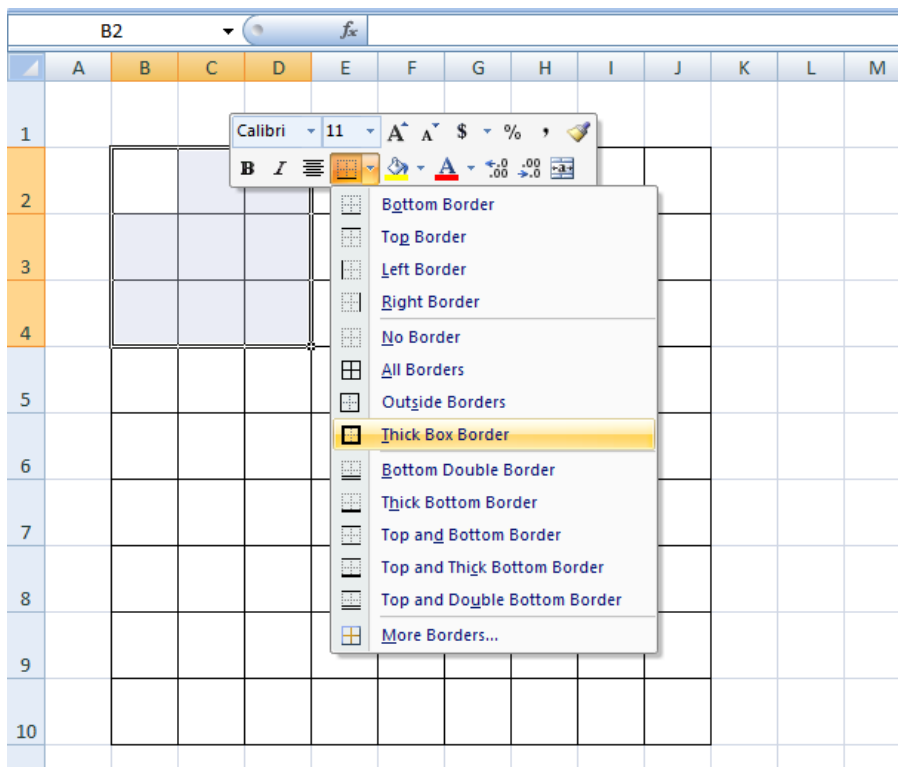
We can now change size of any column or row, when we make any change, it will be reflected on every column and row of the sheet automatically.

- ❖ This will happen we have selected all rows and columns of the sheet by clicking on the corner before column A and above row 1.

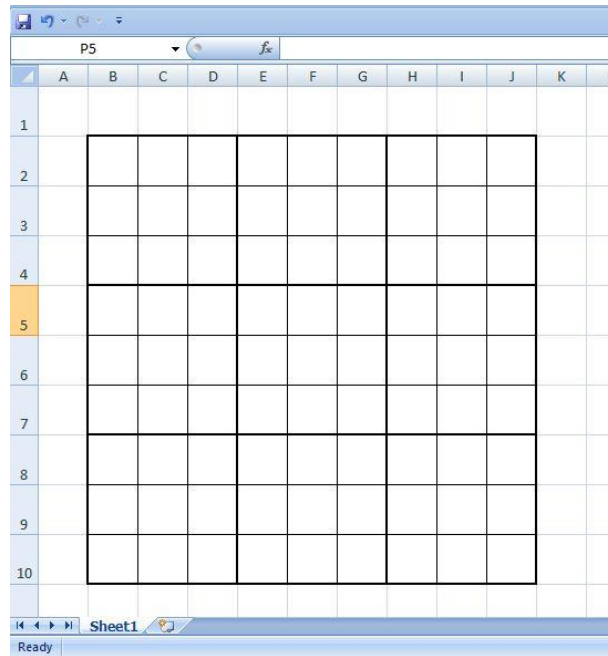
- ❖ Now select 9\*9 cells and right click on it. Then go to borders options and select all borders option.



- ❖ Now select 3\*3 cells and apply thick borders to each group of 3\*3 cells.

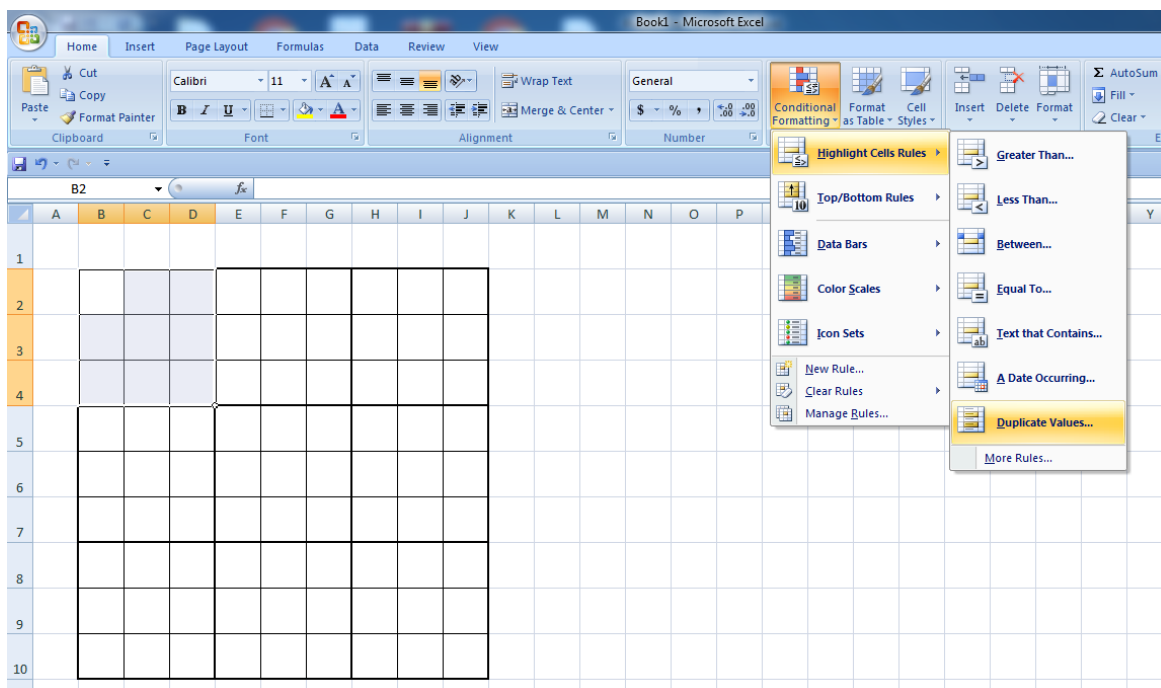


❖ Our document will look like this:



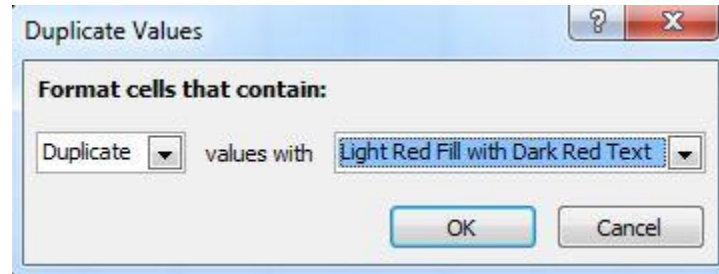
❖ Now is the turn to apply condition to each row, to each column and to each group of 3\*3 cells.

❖ Simply, select first group > go to Home tab > go to Conditional Formatting > go to Highlight Cell Rules > go to Duplicate Values.





- ❖ A dialogue box will open:



- ❖ Select formatting from second dropdown menu and hit OK.
- ❖ Now if we enter a value twice in these 9 boxes, both boxes will get highlighted as a warning.

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2												
3			5									
4				5								
5												
6												
7												
8												
9												
10												

- ❖ Apply the same conditioning to all 9 groups of 3\*3 cells, and each row of the table, and each column of the table.

- ❖ This will complete our Sudoku game. Now if we enter duplicate value in a row or in a column or in a group of 3\*3 cells, duplicate value cells will get highlighted.

	A	B	C	D	E	F	G	H	I	J	K
1											
2		1	2	3			9		3	7	
3		9							4		
4		2		4	9			1		8	
5											
6		9	4								
7											
8		1									
9											
10											

- ❖ See, if there is any duplicate value in any row, in any column, or in any 3\*3 cells group, it is getting highlighted. We can change values in these cells, so that no value gets repeated again. And following the same rule we can play the game.