**NAME: SAGAR CHAURASIYA BATCH 2**

**SUBJECT: OFFICE AUTOMATION PRACTICAL NO.1 FYBVOC-SEM : 1**

**PRACTICAL 1:DEMONSTRATING WITH MS WORD BASICS**

1. WHAT IS MS-WORD?

Microsoft Word is a leading word processing software that empowers users to create, edit, and format documents with ease. Here are some key features that make it indispensable:

* + **User-Friendly Interface**: Navigate effortlessly through a clean, intuitive layout suitable for all skill levels.
  + **Rich Formatting Tools**: Customize your documents with a variety of fonts, styles, and layouts. Add tables, images, and charts to enhance visual appeal.
  + **Templates Galore**: Access a plethora of pre-designed templates for resumes, reports, and letters, saving you time and effort.
  + **Collaboration Made Easy**: Work seamlessly with others using real-time editing and commenting features. Track changes to streamline feedback and revisions.
  + **Smart Writing Assistance**: Utilize built-in tools like spell check, grammar suggestions, and thesaurus to refine your writing.
  + **Cross-Platform Accessibility**: Access your documents from any device with cloud integration via OneDrive, ensuring you can work from anywhere.
  + **Comprehensive Review Tools**: Highlight, annotate, and add comments to collaborate effectively on projects.

Whether you're drafting a business proposal, writing an essay, or creating marketing materials, Microsoft Word is a powerful ally that enhances productivity and creativity in document creation. Embrace its features to elevate your writing experience!

1. HOW TO ACCESS NEW FILE FROM MS-WORD?
   * Start

* Begin the process.
  + Open **Microsoft Word**
* Launch the application.
  + File **Tab**
* Click on the **File** tab in the upper left corner.
  + New **Document Option**
* Select **New** from the left sidebar.
  + Choose **Document Type**
* Options:

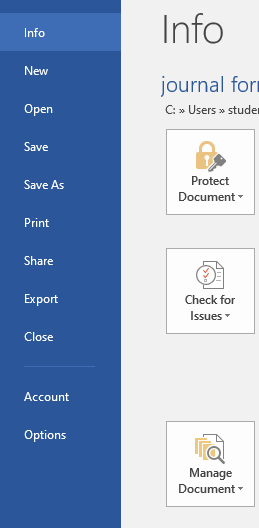
# Blank Document

* **Templates** (e.g., Resume, Report, etc.)
  + Select **Template (if applicable)**
* Click on a template to preview.
  + Create **Document**
* Click **Create** (or **Open** for templates).

# New Document Interface

* View the new document with:
* **Ribbon** (Home, Insert, Design, etc.)
* **Toolbar** (Quick Access Toolbar)
* **Document Area** (where you type)
* **Status Bar** (page number, word count)
  + End
* Document is ready for editing.

1. WHAT CAN YOU SEE ON THE DISPLAY OF FILE TAB?



The **File** tab in Microsoft Word is part of the **Backstage View**, where you can manage your document and perform various file-related tasks. Here’s an overview of the main options you’ll find in the File tab:

# Info

* + **Properties**: View and edit document properties, such as title, author, and keywords.
  + **Manage Document**: Access options to recover unsaved documents, check for issues, or inspect the document for hidden metadata.
  + **Version History**: View previous versions of the document if you’re using OneDrive or SharePoint.

# New

* + **New Document**: Create a new blank document or choose from a variety of templates (e.g., resumes, reports, flyers).

# Open

* + **Open**: Access existing documents. You can open files from your computer, OneDrive, or other connected locations.

# Save & Save As

* + **Save**: Save the current document. If it’s a new document, you’ll be prompted to name it and choose a location.
  + **Save As**: Save a copy of the document with a different name or format. You can also choose to save to a different location.

# Print

* + **Print**: Access printing options, such as selecting a printer, setting the number of copies, and choosing print settings (e.g., double-sided, color).
  + **Print Preview**: View how your document will look when printed.

# Share

* + **Share**: Share the document with others via email, or provide access through OneDrive. You can also set permissions for editing or viewing.

# Export

* + **Export**: Options to create PDF/XPS documents or change the file type (e.g., Word 97-2003 Document).

# Close

* + **Close**: Close the current document. If there are unsaved changes, you’ll be prompted to save.

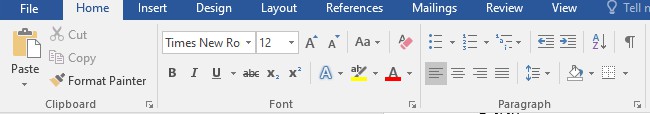
# Account

* + **Account**: Manage your Microsoft account settings, including sign-in information and connected services like OneDrive.

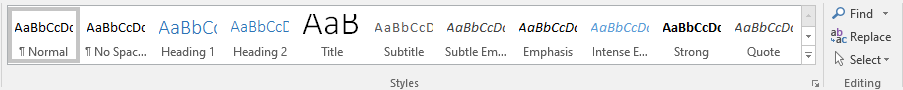
# Options

* + **Word Options**: Access settings for customizing Word, including proofing, saving, and display options.

1. WHAT IS THERE ON THE DISPLAY OF HOME TAB?



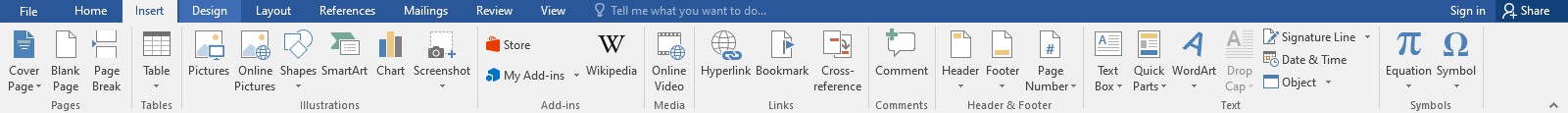
* + Clipboard: This section allows you to cut, copy, and paste text easily, enabling quick content management.
  + Font: Customize your text with various font styles, sizes, and colors. You can also apply effects like bold, italic, and underline to emphasize key points.
  + Paragraph: This feature helps you adjust text alignment (left, center, right, or justified), set line spacing, and add bullet points or numbering for organized lists.



* **Styles**: This feature allows you to apply predefined formatting styles quickly, ensuring consistency throughout your document. You can choose from a variety of styles for headings, subheadings, and body text, making it easy to maintain a professional look.
* **Editing**: The Editing group provides tools for efficient content management. You can use the **Find** function to locate specific words or phrases, **replace** to make bulk changes, and **Select** to highlight all instances of a word or select entire paragraphs for further formatting.
* **Themes**: This option enables you to apply cohesive design themes to your document. By selecting a theme, you can instantly change the color scheme and font styles, enhancing the visual appeal without manual adjustments.
* **Formatting Painter**: This handy tool allows you to copy formatting from one section of text and apply it to another. It’s especially useful for maintaining consistent styles across different parts of your document.

These features in the Home tab enhance productivity, making document creation and editing more efficient while ensuring a polished and professional appearance. Whether you’re drafting a report, writing a letter, or creating a presentation, these tools are invaluable!

1. FEATURES OF INSERT TAB?



The Insert tab in Microsoft Word is a powerful feature set that enhances document creation by allowing users to incorporate various elements seamlessly. Here are its key features in detail:

* **Pages**: This section allows you to insert cover pages, blank pages, and page breaks. Cover pages provide a professional introduction to your document, while blank pages can be used to separate sections. Page breaks help in managing content flow, ensuring that new sections start on a new page.
* **Tables**: The Insert tab makes it easy to create and format tables. Tables are invaluable for organizing data, allowing for clear comparisons and presentations of information. You can customize the number of rows and columns, as well as apply various styles for a polished look.
* **Illustrations**: This feature enables you to add visual elements such as images, shapes, icons, SmartArt, and screenshots. Visuals can significantly enhance the appeal of your document, making it more engaging and easier to understand. SmartArt, in particular, is useful for creating diagrams that convey complex information simply.
* **Links**: Inserting hyperlinks allows you to connect your document to external websites or other documents. This feature is particularly useful for research papers or reports, enabling readers to access additional resources with a click.
* **Header & Footer**: The ability to add headers and footers is essential for maintaining consistency across pages. You can include titles, chapter names, or page numbers, which help orient the reader and provide context throughout the document.
* **Text Box**: Text boxes offer flexibility in text placement, allowing you to highlight important information or create visually distinct sections within your document. This feature is particularly useful for emphasizing quotes or side notes.

These features of the Insert tab help users create dynamic, organized, and visually appealing documents, enhancing both functionality and overall presentation.

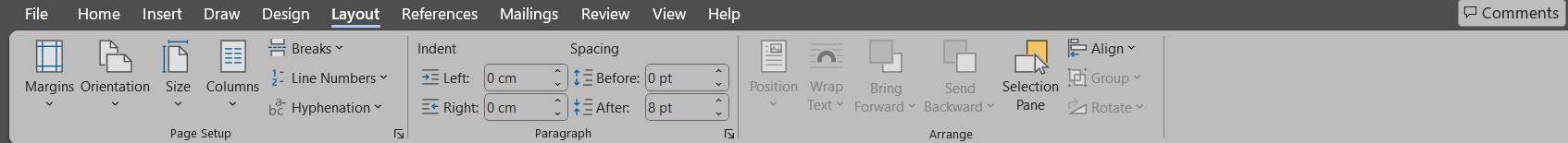
1. WHAT CAN YOU SEE IN THE DESIGN TAB?

The Design tab in Microsoft Word is an essential tool for enhancing the visual presentation of your documents, enabling users to create polished and professional-looking materials with ease. Here’s an in- depth look at its key features:

* **Document Formatting**: The Design tab allows users to apply various formatting options to the entire document. You can quickly adjust overall settings, including spacing, alignment, and margins. This feature ensures that your document maintains a consistent and cohesive appearance, which is especially important for professional reports or presentations.
* **Themes**: One of the most powerful features of the Design tab is the ability to apply themes. Themes provide a unified style that includes predefined sets of colors, fonts, and effects. By selecting a theme, you can instantly transform the look of your document without having to adjust each element manually. This feature not only saves time but also helps maintain a professional appearance, making it ideal for business proposals, academic papers, and formal documents.
* **Colors**: The Design tab allows for the customization of color palettes used throughout your document. You can choose from a range of predefined color sets or create a custom palette that aligns with specific branding or design guidelines. This flexibility is particularly useful for ensuring consistency across multiple documents or when working within a corporate identity.
* **Fonts**: The ability to select specific font styles is another crucial feature. The Design tab provides access to a variety of font options that can be applied uniformly throughout the document. This consistency in typography enhances readability and ensures that your document adheres to professional standards.
* **Effects**: Visual effects such as shadows, reflections, and outlines can be applied to text and graphics through the Design tab. These enhancements can help highlight important information and add a creative flair to your documents, making them more engaging for readers.
* **Paragraph Spacing**: Proper spacing is vital for readability. The Design tab allows users to easily adjust the spacing before and after paragraphs, creating a clean and organized layout. This feature ensures that content flows naturally, making it easier for readers to follow along.
* **Watermarks**: Users can also add watermarks to their documents through the Design tab. Watermarks can include text or images and are useful for indicating the status of a document, such as “Draft” or “Confidential.”

In summary, the Design tab in Microsoft Word plays a critical role in enhancing the visual quality of documents. By utilizing its features, users can create documents that are not only aesthetically pleasing but also effective in conveying their intended message. Whether for academic, professional, or personal use, mastering the Design tab can significantly elevate the impact of your written communication.

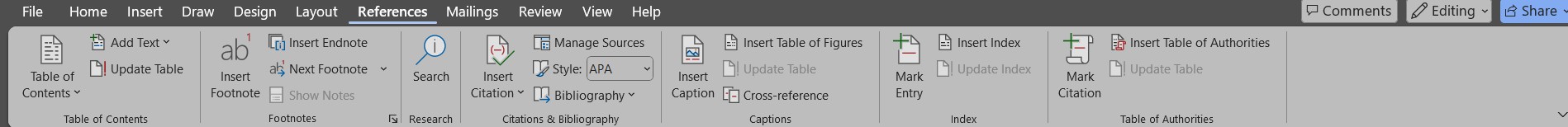
1. FEATURES OF LAYOUT TAB?



The Layout tab in Microsoft Word is a vital feature set that allows users to control the overall structure and formatting of their documents. Here are the key features of the Layout tab:

* **Page Setup**: This section enables you to define the orientation of your document, choosing between portrait and landscape modes. You can also adjust margins—selecting from predefined options or setting custom margins to suit your needs. Additionally, you can specify the paper size, ensuring your document fits the required format.
* **Paragraph**: The Layout tab provides tools for controlling paragraph formatting. You can adjust indentation, line spacing, and spacing before and after paragraphs. This feature helps improve readability and creates a cleaner, more organized layout.
* **Columns**: You can divide your document into multiple columns, a useful feature for newsletters or brochures. The Columns option allows for quick adjustments, enabling users to choose from preset configurations or create custom layouts.
* **Breaks**: The Layout tab allows you to insert page breaks, column breaks, and section breaks. This feature is essential for managing content flow, enabling you to control where new sections or pages begin, which is particularly useful in longer documents.
* **Line Numbers**: You can add line numbers to your document through the Layout tab, which is beneficial for legal documents or scripts. This feature helps in referencing specific lines easily.
* **Hyphenation**: Automatic hyphenation can be enabled to improve text flow and appearance, especially in justified text. This feature can help avoid large gaps in text, enhancing the document's overall aesthetic.
* **Grid and Guides**: You can display gridlines to assist in aligning objects, making it easier to position images and other elements accurately within the document.

In summary, the Layout tab in Microsoft Word is crucial for controlling the presentation of your documents. By utilizing its features, you can create well-structured, visually appealing documents that effectively communicate your message.

1. FEATURES OF REFERENCES

The References tab in Microsoft Word provides essential tools for managing citations, bibliographies, and other elements crucial for academic and professional writing. Here are its key features:

* + **Citations & Bibliography**: This section allows you to manage sources and insert citations directly into your document. You can select different citation styles (APA, MLA, Chicago, etc.) to ensure your references meet specific formatting requirements.
  + **Insert Footnote/Endnote**: Easily add footnotes or endnotes to provide additional information or citations without cluttering the main text. This feature is invaluable for academic papers and research documents.
  + **Table of Contents**: You can create a structured Table of Contents automatically based on your

document’s headings. This feature makes navigation easier and enhances the overall organization of your document.

* + **Captions**: The References tab enables you to add captions to figures, tables, and equations. Captions improve clarity and help in referencing these elements within the text.
  + **Index**: You can mark entries for an index and generate it automatically. An index is beneficial for lengthy documents, allowing readers to locate information quickly.
  + **Table of Authorities**: This feature helps legal writers create a list of cases, statutes, and other authorities cited in their documents, enhancing legal references.
  + **Manage Sources**: The Manage Sources feature allows you to keep track of all sources used in your document. You can edit, delete, and organize sources, making it easier to maintain an accurate bibliography.

In summary, the References tab in Microsoft Word is essential for anyone involved in research or academic writing. Its tools facilitate proper citation, enhance document organization, and ensure compliance with various formatting standards, making the writing process more efficient and effective.

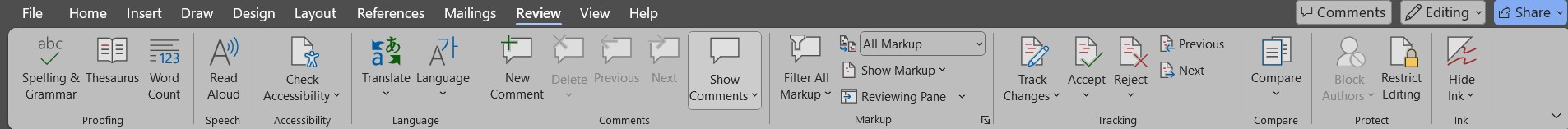
1. FEATURES OF MAILING TAB

The Mailing tab in Microsoft Word is a powerful tool designed to streamline the process of creating, managing, and sending mass mailings. Here are its key features:

1. **Create**: The Mailing tab allows you to start the mail merge process, which is essential for generating personalized documents such as letters, envelopes, labels, and emails. By selecting the type of document you want to create, you can tailor your content for each recipient.
2. **Select Recipients**: You can choose your recipient list from various sources, including an existing list in Excel, Outlook contacts, or a new list that you create directly in Word. This flexibility ensures that you can easily access the information you need for your mailings.
3. **Write & Insert Fields**: Once you have selected your recipients, you can write your main document and insert merge fields that correspond to the information in your recipient list. This feature allows for personalized greetings and information tailored to each recipient, enhancing engagement.
4. **Preview Results**: Before finalizing your mailing, you can preview the results to see how the merged documents will appear for each recipient. This step is crucial for ensuring accuracy and catching any errors before printing or sending.
5. **Finish & Merge**: The Finish & Merge option allows you to complete the mail merge process. You can print the documents directly, send them via email, or create individual documents for further editing.
6. **Envelopes and Labels**: The Mailing tab provides dedicated tools for creating envelopes and labels. You can format them according to your needs and quickly generate them for your mailing projects.
7. **Email**: You can also send personalized emails to your recipients directly from Word, integrating seamlessly with Outlook for a streamlined process.

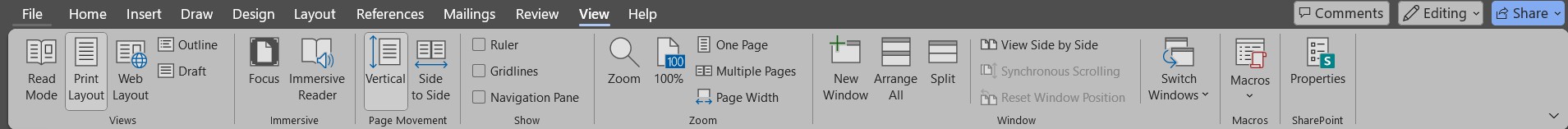
In summary, the Mailing tab in Microsoft Word simplifies the process of creating personalized mass communications. Its features enhance efficiency and accuracy, making it an invaluable tool for businesses, organizations, and individuals managing large-scale correspondence.

1. FEATURES OF REVIEW TAB



* Proofing **Tools**: Access spelling and grammar checks to enhance document accuracy.
* Thesaurus: Quickly find synonyms and antonyms to improve vocabulary and variety in writing.
* Word **Count**: Check the number of words, characters, paragraphs, and lines in the document.
* Comments: Add, delete, or review comments to provide feedback or notes on specific sections.
* Track **Changes**: Enable this feature to record edits and suggestions, allowing easy review of modifications made by different users.
* Accept**/Reject Changes**: Review proposed changes individually and choose to accept or reject them.
* Compare **Documents**: Compare two versions of a document to identify differences in text and formatting.
* Restrict **Editing**: Limit editing permissions for certain parts of the document to maintain content integrity.
* New **Comment**: Insert new comments for additional notes or feedback.
* Show **Markup**: Choose which changes and comments are visible, helping focus on specific feedback.
* Highlight **Changes**: Visually highlight modifications for easier review.
* Document **Inspector**: Check for hidden metadata and personal information before sharing documents.

1. FEATURES OF VIEW TAB



* Print **Layout**: Displays the document as it will appear when printed, allowing for a realistic preview.
* Web **Layout**: Shows the document as it would appear in a web browser, useful for web-based formatting.
* Draft: Provides a simplified view of the document for quick editing without distractions.
* Outline: Organizes the document into a structured outline, making it easier to navigate and rearrange content.
* Zoom: Adjusts the zoom level for better visibility of the document, with options for preset zoom percentages.
* Navigation **Pane**: Opens a sidebar for easy navigation through headings, pages, or search results within the document.
* Gridlines: Displays a grid on the page to help with alignment and layout, especially for visual elements.
* Ruler: Toggles the ruler on or off for precise control over margins and indentations.
* Macros: Accesses and manages macros for automating repetitive tasks.
* Window **Options**: Allows users to arrange multiple documents, such as side-by-side or stacked views.
* Full **Screen Mode**: Maximizes the workspace by hiding toolbars and menus for an uninterrupted writing experience.
* **AIM:** To design and create a pamphlet that advertises tutoring services offered by*tutorfyx.*

**Word Properties used are:**

1. Page colour used to add colour in the main page of the document. In this pamphlet the colour is Dark Green. It is used to enhance the overall looks of the pamphlet.
2. The font that is used is **TIMES NEW ROMAN.** It is the font that is used in many things like magazines, newspaper, reports, etc.
3. The textbox is used in the pamphlet. We can modify the textbox according to our requirements. In this
   * **For Faculty Use only**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Correction** | **Formative** | **Timely** | **Attendance/** |  |
| **Parameters** | **Assessment** | **completion** | **Learning** |
|  | **[40%]** | **of** | **Attitude** |
|  |  | **practical** | **[20%]** |
|  |  | **[40%]** |  |
| **Marks** |  |  |  |
| **Obtained** |