

IX Resources required

Sr. No.	Name of Resource	Specification	Qty.	Remarks
1	Computer System	Any desktop or laptop computer with basic configuration	One computer system for each student	
2	Office software Package	Open office, Star office, Libre office, MS office or any other such software		

X Procedure (Step wise)**1. Create and Save Document**

Create a new document Use relevant tool from the menu/ ribbon using short cut keys to perform following tasks:

- Type 15-20 lines of some useful text matter.
- Apply formatting features on the given space of text/ line/ paragraph.
- Go to relevant menu/option and change font face, size, color. Apply effects like bold, italic, underline, subscript and superscript, use case changing options.
- Go to relevant option to preview a document to know how it will appear on paper when printed.

2. To save a document

- Go to relevant menu and choose *save as* option, now choose the location of file to be saved i.e. the drive and the folder. Give the file name in **File name** box and then set the file type in *save as type* box. Now press save button to save the document.
- To close and exit the document- close the window and exit the application.

3. Edit a Document

Open a document which needs to be edited. Traverse to the text/paragraph which needs to be edited. Perform necessary action i.e. add new text / delete or modify existing text. Perform text level formatting on text.

XI Precautions (if any)

- Handle computer system with care.
- Remember to save the document before you close and exit the application.

XII Actual procedure followed

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XIII Resources used (with major specifications)

Computer System | Any desktop or laptop with basic config.
Office software package | MS office or any other software

XIV Precautions followed

1. Handle computer system with care.
2. Remember to save the document before you close and exit the application.

XV Observations and Calculations
-Not Applicable-

XVI Results

Thus learned more about word processing tool.

XVII Interpretation of Results

Thus learned about bold, italic, underline, font colour, font size etc. And some new features about WORD.

XVIII Conclusions and Recommendations (if any)

Thus came to know about paste special, save as, etc. in word processing tool.

XIX Practical Related Questions

Note: Below given are few sample questions for reference. Teachers must design more such questions so as to ensure the achievement of identified CO.

1. Explain the difference between paste and paste special?
2. Explain the difference between save and save as?
3. What will happen if we apply the format painter tool to a part of a document?

XX Exercise

Note: Below given are few sample questions for reference. Teachers must design more such questions so as to ensure the achievement of identified CO.

1. Create a file with any arbitrary name. Write your name and basic information about yourself in it. Save it at Desktop.
2. Open file created in Question 1. Delete some information and write word count details from available menu/options.

XXI References / Suggestions for further Reading

- https://www.webopedia.com/TERM/W/word_processing.html
- <http://jan.ucc.nau.edu/lrm22/technology/wpbasics/wpbasics.htm>

XXII Assessment Scheme

Performance indicators		Weightage
Process related (10 Marks)		40 %
a.	Tool Selection Ability.	20%
b.	Use of Appropriate tool to perform the identified task(s)	20%
Product related (15 Marks)		60 %
a.	Performed/completed the identified task(s)	20%
b.	Correctness of output achieved	20%
c.	Completed the practical in stipulated time	10%
d.	Correctness of question asked	10%
Total (25 Marks)		100 %

List of Student Team Members

1.
2.
3.
4.

Marks Obtained			Dated signature of Teacher
Process Related(10)	Product Related(15)	Total(25)	

(Space for Answer)

XII Actual Procedure followed

Answer. 1) Create and save document.
Create a new document. Use relevant tool from the menu/
ribbon using short cut keys to perform following tasks:

- i) Type- 15-20 lines of some useful text matter.
- ii) Apply formatting features on the given space of text/line.
- iii) Go to relevant menu/option and change font size, colour.
Apply effects like bold, Italic, underline.
- iv) Go to relevant option to preview a document to know
how will it appear on paper when printed.

2) To Save a document

- i) Go to relevant menu and choose save as option, you
choose location of file to be saved i.e. the drive and
the folder. Give the file name on the file name box
and then set the file type in save as type box. Now
press save button to save the documents.

- ii) To close and exit the documents - close the window and
exit the application.

3) Edit a Document

Open a document which needs to be edited. Transverse
to the text/paragraph which needs to be edited. Perform
necessary action i.e. add new text / delete or modify
existing text. Perform text level formatting on text.

Practical Based Questions

Q1) How Explain the differences between paste & paste special

Answer) Paste is the thing when we do after 'cut'. It also helps in doing work faster. To copy something. Paste Special is commonly used in word, excel, calc etc. to provide special format - e.g. or calculation when pasting content into a document.

Q2) Explain the difference between Save and Save as?

Answer) Save help saving a document, image pdf on laptop or computer. Thus it can be opened any time later on. Save as give us the advantage to alter the location of where the file is saved and also we can change the file type. examples - desktop, Drive E, Folder(ABC) etc.

Q3) What will happen if we apply format painter tool to a part of a document?

Answer) The paint format tool lets you copy the formatting you have applied to specific section of text to another section.

PRACTICAL NUMBER 3

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