




2.3 MOVING THE TEXT

The selected text can be easily cut and pasted in the required location.

1. The text to be moved to a new location is selected.
2. **Home→Cut** is selected or select **cut icon**  from the Home tab.
3. Place the Insertion point is where the text is to be pasted.
4. **Home→Paste** is selected or select the **Paste icon**  from the Home tab and paste the text in the new location. The text can be pasted in this way either in the same document or in another document also.

2.4 COPYING THE TEXT

1. The text to be copied is selected.
2. **Home→Copy** is selected or **copy icon**  from Home tab is clicked.
3. The insertion point is selected where the copy of the text should appear and is clicked.

SHORTCUT KEYS FOR CUT, COPY AND PASTE

Ctrl+Z	Undo the last action
Ctrl+Y	Redo the last action
Ctrl+C	Copy selected text or object
Ctrl+X	Cut selected text or object
Ctrl+V	Paste selected text or object



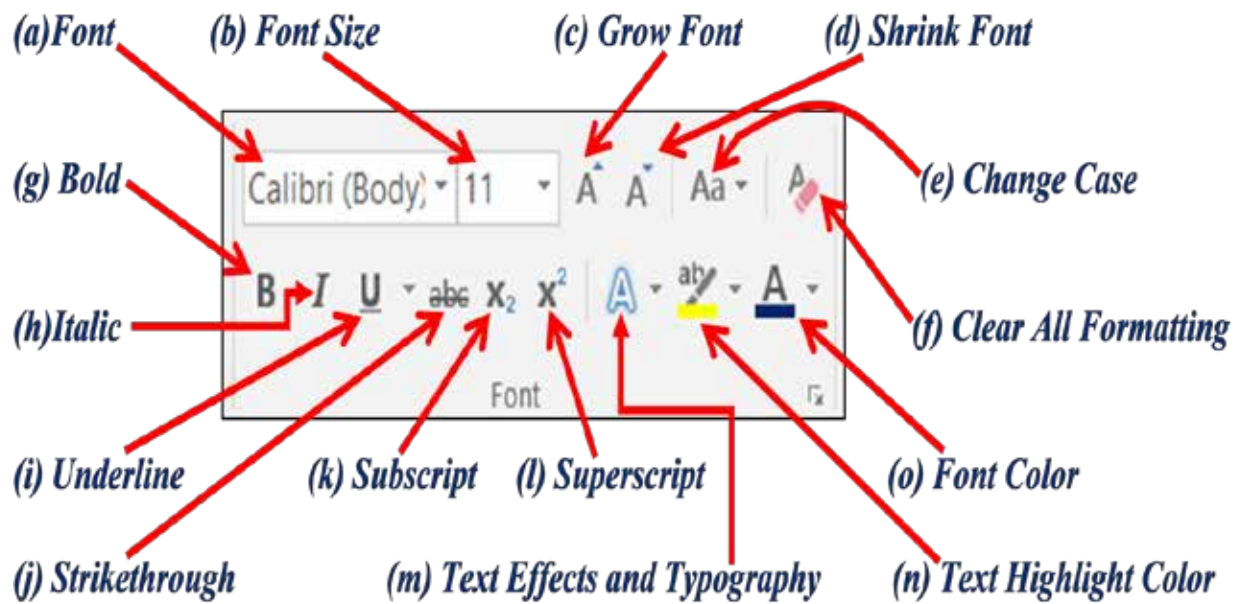
ACTIVITY 1

Type a paragraph about Nature

1. Bold a phrase
2. Highlight the phrase “Nature”
3. Italicize and underline a word.
4. Create a duplicate of the Paragraph
5. Cut one of the Paragraph and paste it in another document. Save the new document as “Nature”.

2.5 FONT GROUP

The Font group includes various commands such as a Font, Font Size, Grow Font, Shrink Font, Clear Formatting, Bold, Italic, Underline, Strike Through, Subscript, Superscript, Change Case, Text highlight Color and Font Color. Selecting the related icon and apply it on a selected text.



The shortcut keys used for doing any one of the above action is listed below. Select the required text or Paragraph.

Display the Font dialog.	Ctrl+D, Ctrl+Shift+F
Increase the font size.	Ctrl+Shift+Right angle bracket (>)
Decrease the font size.	Ctrl+Shift+Left angle bracket (<)
Increase the font size by 1 point.	Ctrl+Right bracket (])
Decrease the font size by 1 point.	Ctrl+Left bracket ([)
Switch the text between upper case, lower case, and title case.	Shift+F3
Change the text to all upper case.	Ctrl+Shift+A
Hide the selected text.	Ctrl+Shift+H
Apply bold formatting.	Ctrl+B
Apply underline formatting.	Ctrl+U
Apply underline formatting to the words, but not the spaces.	Ctrl+Shift+W
Apply double-underline formatting.	Ctrl+Shift+D
Apply italics formatting.	Ctrl+I
Apply small caps formatting.	Ctrl+Shift+K
Apply subscript formatting.	Ctrl+Equal sign (=)
Apply superscript formatting.	Ctrl+Shift+Plus sign (+)



ACTIVITY 2

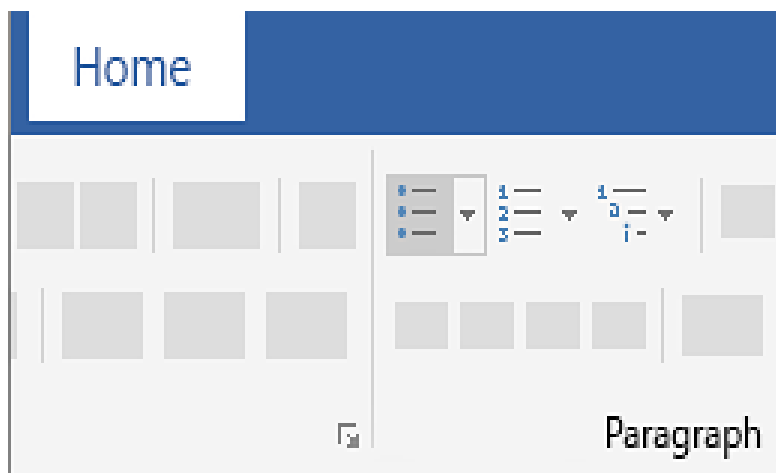
1. Open the document “Nature”
2. Select the entire document
3. Select the Comic Sans MS font
4. Select 16 point font size.
5. Type $H_2+O_2=2H_2O$
6. Type $(a+b)^2=a^2+b^2+2ab$
7. Increase the Font size of the above content
8. Apply different colours for each paragraph.
9. Type “The good man is the friend of all living things”
10. Under line each word of the above sentence at one stroke.

2.6 INSERTING BULLETED OR NUMBERED LIST

When you type 1, a period, a space, and some text, then press Enter, Word automatically starts a numbered list for you. Type * and a space before your text, and Word makes a bulleted list. Ctrl+Shift+L is also used to create a bulleted list.

CREATE A BULLETED OR LIST FOR AN EXISTING TEXT

Select the text you want to apply a bullet or list. Go to Home tab and select Bullets or Numbering. You can find different bullet styles and numbering formats by clicking the down arrow next to Bullets or Numbering.

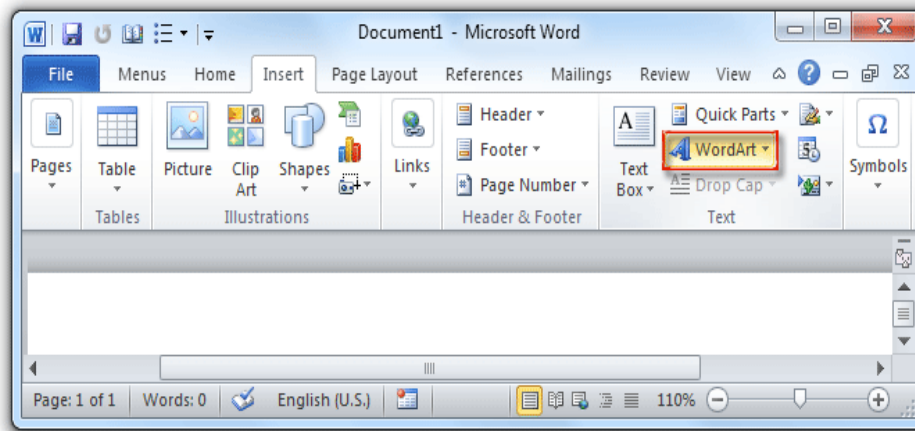


2.7 INSERT WORDART

WordArt is a quick way to make text stand out with special effects.

1. Click the Insert Tab;
2. Go to Text group and select WordArt button

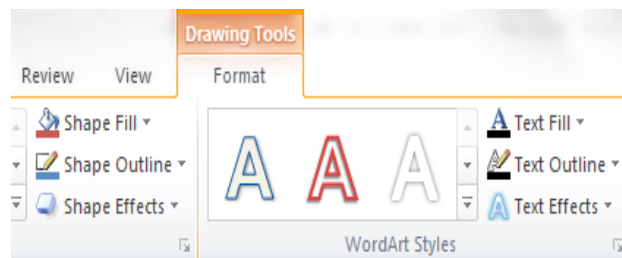




3. Type the text. For example “Happy Birthday” and click outside.



4. Customize your text by selecting the various options from the drawing



tool to get the following result.

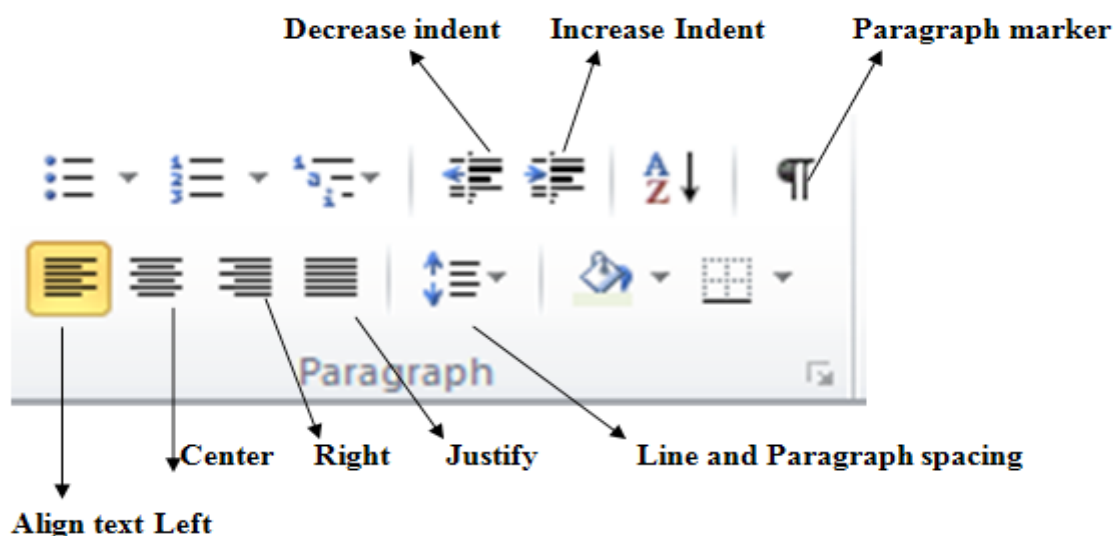


ACTIVITY 3

1. Make a Microsoft Word document. In it, type your name in 5 different Word Art types with different sizes, colors, slants/rotates.
2. List any five fruit names using bullets
3. Using numbering list list out any five of your favorite games.

2.8 PARAGRAPH ALIGNMENT, LINE SPACING AND INDENTATION

One of the most common changes made to a paragraph is to change the alignment of a paragraph. A paragraph is any text followed by an Enter key. Four types of alignment can be selected from the Home tab. Select the Paragraph group and apply any one of the alignment (Left, Right, Center, Justified). We can also give various spacing between the lines. The Increase Indent and Decrease Indent icons are useful if it is needed to indent text from the left. Select the required icon from the Paragraph grouping under the Home tab.



The shortcutkeys used for the above actions are

Ctrl+L	Align the text to the left.
Ctrl+R	Align the text to the right.
Ctrl+J	Justify the text.
Ctrl+E	Center the text.
Ctrl+M	Indents the paragraph.
Ctrl+Shift+M	Remove the indent from a paragraph
Ctrl+5	1.5 line spacing
Ctrl+2	Double line spacing
Ctrl+1	Single line spacing



ACTIVITY 4

1. Type a paragraph in a word document. Give an appropriate heading for the paragraph.
2. Center the heading.
3. Align the paragraph to the right and give double line spacing.
4. Indent the first line of the paragraph.

Note:-Shift+F5: Jump the previous edit you made in your document.



❧ BRAIN DEVELOPER ❧

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I CHOOSE THE BEST ANSWER

1. What is the smallest and largest font size available in Font Size tool on formatting toolbar?
(A) 8 and 72 (B) 8 and 68 (C) 6 and 72 (D) 6 and 68
2. A character that is raised and smaller above the baseline is known as
(A) Raised (B) Outlined (C) Capscript (D) Superscript
3. The key that should be pressed to start a new paragraph is
(A) Down Cursor Key (B) Enter Key (C) Shift + Enter (D) Ctrl + Enter
4. The function of Ctrl + B in Ms-Word is
(A) It converts selected text into the next larger size of the same font
(B) It adds a line break to the document
(C) It makes the selected text bold
(D) It applies Italic formatting to the selected text
5. What is the function of CTRL+R in MS-Word
(A) Open the Print dialog box
(B) Update the current Web page
(C) Close the current window
(D) None of these

II ANSWER IN ONE LINE

1. Name the common change made for a paragraph.
2. What is the use of Ctrl+E?
3. How will you remove an indent in a paragraph?
4. What are the different ways to select a text?
5. Which tool helps to customize the wordart?

Teacher's Signature