

## MS Word 2010 for V&V



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Document History				
Date	Course Version No.	Software Version No.	Developer / SME	Change Record Remarks
15-Feb-2015	1.0		Yogini S Naik	First version
1-Apr-2015	2.0		Selvalakshmi P	Subset creation

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Keep this as a hidden slide.  
Note to co-ordinators: Not to be printed for the class book.

## Course Goals and Non Goals

### Course Goals


- To understand the features of Ms Word.
- To understand how to format documents.
- To understand how to create tables, shapes, Symbols and Charts, linking and embedding objects.




### Course Non Goals

- Word Macro

# Intended Audience


 **Developers and Senior Developers**



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## Day Wise Schedule

### Day 1

#### ➤ Lesson 1: Introduction to Ms WORD 2010

- 1.1 What is Word ?
- 1.2 Getting Started With Word
- 1.3 Word Window
- 1.4 Quick Access Bar
- 1.5 Backstage View
- 1.6 Backstage View
- 1.7 Ribbon
- 1.8 Working with Multiple Documents
- 1.9 Multiple Views of Document
- 1.10 Comparing Documents

## Day Wise Schedule

### ➤ Lesson 2: Formatting documents

- 2.1 Copy formatting and clearing formatting
- 2.2 Changing Paragraph Alignment , Indenting paragraph
- 2.3 Page Margins and Orientation
- 2.4 Insert Page Header and Footer
- 2.5 Insert Cover page
- 2.6 Insert Water mark
- 2.7 Insert Bookmark
- 2.8 Insert Picture, File & object

## Day Wise Schedule

### ➤ Lesson 3: Creating & Editing tables (Table in word document)

- 3.1 Introduction to Tables
- 3.2 Insert Table
- 3.3 Modifying & Formatting the Table
- 3.4 Working with Formulas in Table

### ➤ Lesson 4: Track Changes

- 4.1 Track Changes
- 4.2 Turn Track Changes on or off
- 4.3 Get Detailed Summary of Track Changes
- 4.4 Accept or Reject Track Changes
- 4.5 Working with Comments in Document
- 4.6 Word Count

## Day Wise Schedule

### ➤ Lesson 5: Linking & embedding objects

- 5.1 Linking and Embedding Objects
- 5.2 Insert Linked Object
- 5.3 Insert Embedded Object
- 5.4 Link and Embed Content copied from another program
- 5.6 Hyperlinks
- 5.7 Insert a Hyperlink
- 5.8 To make an email address a hyperlink
- 5.9 To remove a hyperlink

### ➤ Lesson 6: Shapes , Symbols and Charts


- 6.1 Shapes
- 6.2 To insert a shape
- 6.3 To resize a shape
- 6.4 To change the order of shapes
- 6.5 Changing a shape's appearance




## Day Wise Schedule

- **Lesson 6: Shapes , Symbols and Charts**
  - 6.6 3D effects
  - 6.4 Symbols and Special Characters
  - 6.5 The Symbol menu
  - 6.6 The Symbol dialog box
  - 6.7 Charts
  - 6.8 Creating charts using data in Excel

# Next Step Courses


 Word Macro



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## Lesson Objectives

### ➤ To understand following topics

- Introduction to Word
- Start Button
- Quick Access Bar
- Ribbon(Toolbar)
- Working with multiple document
- Multiple views of document
- Comparing documents




## What is Word ?

- **Word 2010 is a word processor that allows you to create various types of documents such as letters, reports, research papers, newsletters, brochures, and more.**
- **Word 2010 provides new features**
  - Co authoring in real time
  - Share Document
  - Image Editing
  - Recover Lost Draft

## Getting Started With Word

➤ **Following are the steps to open word 2010**

- Click on start button
- Click All programs
- Search for Microsoft 2010 in Microsoft Office and click it.



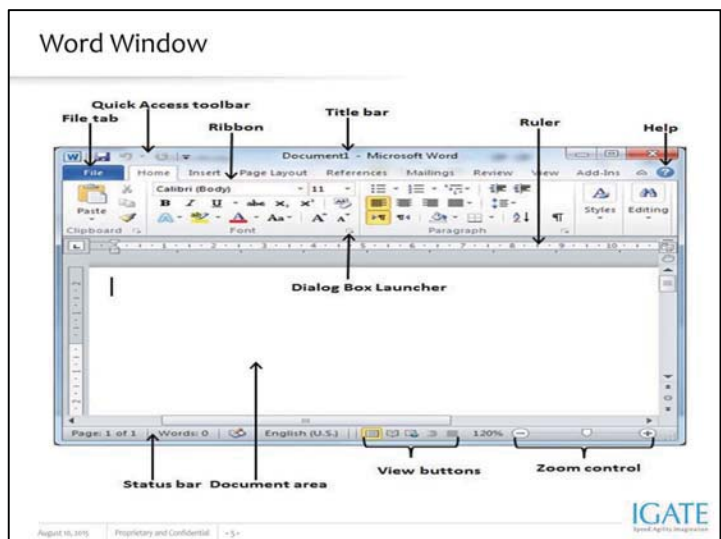
The screenshot shows a Windows 7 desktop with the Start menu open. The 'All Programs' list is expanded, and 'Microsoft Word 2010' is highlighted. An arrow points to the text 'Microsoft Word 2010' below the screenshot.

Microsoft Word 2010

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## Quick Access Bar

- The Quick Access Toolbar displays a small selection of the more commonly used commands in Word 2010 in the top left hand corner of the application window (above the Office Button)
- It is displayed independently of what tab you are currently working in, so you can always see those popular commands there
- By default, the Quick Access Toolbar includes the following commands:
  - Save
  - Undo
  - Redo
- This is placed just above the File Tab.
- Quick Access Bar can be customized as per comfort.

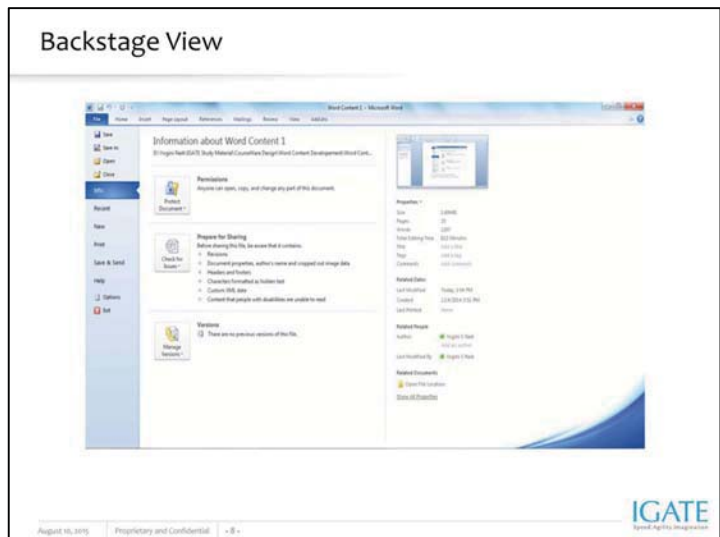


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## Backstage View

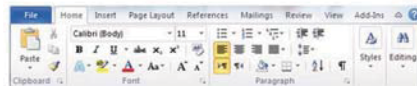
- The Backstage view has been introduced in Word 2010 and acts as the central place for managing documents
- The backstage view helps in creating new documents, saving and opening documents, printing and sharing documents
- It also helps to manage files and the data about them — creating, saving, inspecting for hidden metadata or personal information, and setting options
- In short, it is everything that you do to a file that you don't do in the file.
- To get Backstage view ,click on File Tab



## Ribbon

➤ **Ribbon contains commands organized in three components:**

- Tabs: appear across the top of the Ribbon and contain groups of related commands. Home, Insert, Page Layout is example of ribbon tabs.
- Groups: To organize related commands. each group name appears below the group on the Ribbon. For example group of commands related to fonts or group of commands related to alignment etc.
- Commands: Commands appear within each group as mentioned above.



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Page 1

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## Working with Multiple Documents

- Two or more documents displayed on the screen at the same time
- click the View tab and click the Arrange All button.
- Immediately, Word organizes all its windows by placing them on the screen like the pieces of a jigsaw puzzle.
  - In following screenshot , 3 word documents are opened simultaneously.

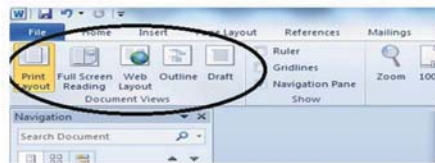


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## Multiple Views of Document

### ➤ Word document can be viewed in different views

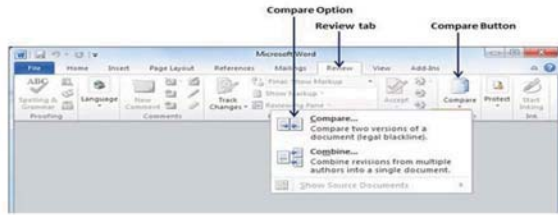
- Print Layout View : This is the viewing mode you should use if you want to always see what your document will look like
- Full screen View : Word includes a full-screen mode that minimizes the extraneous information (tools, menus, etc.) displayed on the screen
- Web Layout View: shows how your document will look as a Web page
- Outline View: is used when you want to work with large portions of your document at the same time
- Draft View : can be considered a "pared down" version of the Print Layout view. It allows you to generally see how your text will appear on paper.



Add the notes here.

## Comparing Documents

- Following are the steps to compare 2 word documents
- Click the review tab and then click Compare button which will display 2 options to be selected.



Add the notes here.

### Comparing Documents Continued...

- Select the original Document and Revised Document and Click on Ok button to display the differences in two documents.
- Left column on the screen would show all the changes done over the course of changes and you will see original as well as modified version of the document on the same screen.
- Walk through these changes using Previous & Next Button available under Review tab.

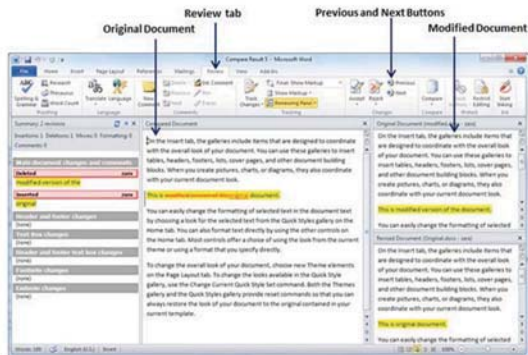
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### Summary

- What is Word
- Quick Access Bar
- Ribbon
- Working with multiple documents
- Multiple views of document
- Comparing multiple documents



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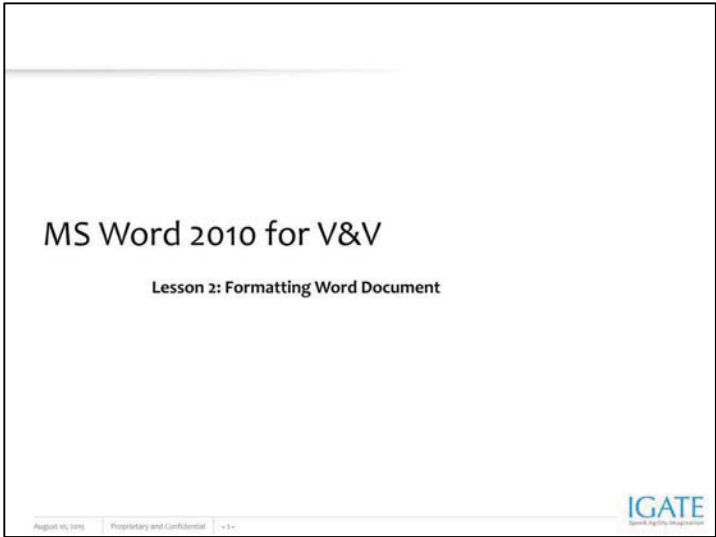
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### Review Question

- Q1. In word 2010 , Ribbon can be customized with your own Tabs?  
— a. True    b. False
- Q2. \_\_\_\_\_ helps in creating new documents, saving and opening documents, printing and sharing documents.
- Q3. \_\_\_\_\_ is used when you want to work with large portions of your document at the same time.
- Q4. What are all the default commands which is included in Quick Access Bar?
- Q5. \_\_\_\_\_ shows how your document will look as a Web page.



Add the notes here.



## Lesson Objectives

### ➤ To understand following topics


- Copy formatting and clearing formatting
- Changing Paragraph Alignment , Indenting paragraph
- Page Margins and Orientation
- Insert Page Header and Footer
- Insert Cover page
- Insert Water mark
- Insert Bookmark
- Insert Picture, File & object



## Copy Formatting

- One can copy the formatting applied to one object and add it to other object
- On the View Menu ,click Print layout
- Click the object that has the formatting to be copied
- On the standard toolbar ,click Format Painter button which is in Home Tab
- Then click the object that you want to copy formatting to



- To copy the formatting of an object to several other objects ,double click format painter button and click the other objects in succession
- When you are done ,click  again to turn off

## Clearing Formatting

This will remove all the formatting applied to text, leaving the plain text

- To Clear the Formatting of an object follow the steps
- Click Home Tab
- Move to Font group
- Click the Clear Format button



## Paragraph Alignment

- There are four types of paragraph alignment available in Microsoft Word left-aligned, centered, right-aligned, and justified.

- **Left Aligned Text:**

- Click anywhere on the paragraph you want to align and click **Align Text Left** button available on **Home** tab or simply press **Ctrl + L** keys



Add the notes here.

## Paragraph Alignment

### ➤ Right Aligned Text:

- Click anywhere on the paragraph you want to align and click **Align Text Right** button available on **Home tab** or simply press **Ctrl + R** keys

### ➤ Center Aligned Text:

- Click anywhere on the paragraph you want to align and click **Align Text Right** button available on **Home tab** or simply press **Ctrl + R** keys

### ➤ Justify Aligned Text:

- Click anywhere on the paragraph you want to align and click **Align Text Right** button available on **Home tab** or simply press **Ctrl + R** keys

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## Paragraph Indentation

- **margin settings determine the blank space that appears on each side of a paragraph.**
- **how to indent your paragraphs with or without first line of the paragraphs.**
- **Left Indentation:**
  - Left indentation means to move the left edge of the paragraph inward towards the center of the paragraph
  - click Increase Indent button available on Home tab or simply press Ctrl + M keys.



Add the notes here.

## Paragraph Indentation Continued..

- To remove Left indentation ,click Decrease Indent button available on Home tab or simply press Ctrl + Shift+ M keys. You can click multiple times remove deeper indentation.
- **Right Indentation:**
  - Right indentation means to move the right edge of the paragraph inward towards the center of the paragraph.
  - Click anywhere on the paragraph to indent right and click Increase Right Indent spinner available on Page Layout tab
- **First Line Indentation:**
  - You can move the left side of the first line of a paragraph inward toward the center.
  - Click anywhere on the paragraph to indent right and click the Paragraph Dialog Box Launcher available on Home tab.
- **Hanging Indentation:**
  - You can move the left side of the first line of a paragraph leftward, away from the center which is called hanging indentation.

Add the notes here.

Page Margin

- Margins are the space between the edge of the paper and the text
- You can adjust the right, left, top, and bottom margins of your document
- By default, Word sets all margins left, right, top, and bottom to 1 inch
- Click Custom Margin option to customize the margin settings. This will open the Page setup dialog box.



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# Page Orientation

- Page Orientation is useful while printing the Page
- By default Microsoft Word shows a page in portrait orientation and in this case page width is less than page height and page will be 8.5 inches x 11 inches

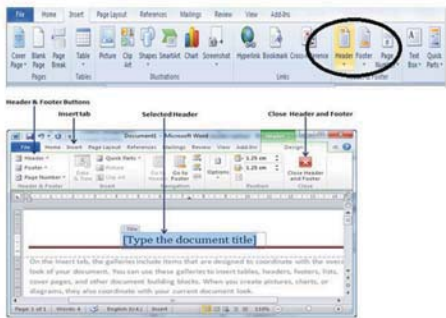


- Click any of the options you want to set to orientation.

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# Page Header and Footer

➤ Headers and footers are parts of a document that contain special information such as page numbers and the total number of pages, the document title, company logo, any photo etc. The header appears at the top of every page, and the footer appears at the bottom of every page.



Add the notes here.

## Cover Page

- Almost all the good documents and books have an attractive first page that includes the document title, its subject, author and publisher name etc. This first page is usually called Cover Page and Microsoft Word provides an easy way to add a cover page
- Click the Insert tab, and click Cover Page button available in the Pages group. This will display a list of Built-in Cover Pages as shown below

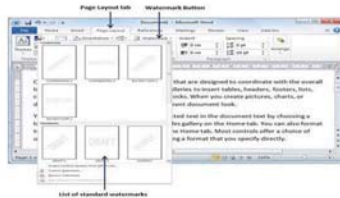


- click the cover page from the gallery that will get applied to the document
- To remove the cover page, Remove Current Cover Page option is available in same menu.

Add the notes here.

## Watermark

- A watermark is a picture that shows up faintly behind the text on a word document page. When you drafting a document, you can watermark the document with Draft Copy stamp, or you can watermark a duplicate document with Duplicate stamp
- Open a word document in which you want to add a watermark
- Click the Page Layout tab and then click Watermark button to display a list of standard watermark option



- Click Remove Watermark option which will delete existing watermark from the document.

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## Bookmark in Document

- Select the text or item to which you want to assign a bookmark, or click where you want to insert a bookmark
- On the Insert tab, in the Links group, click Bookmark



- Under Bookmark name, type or select a name



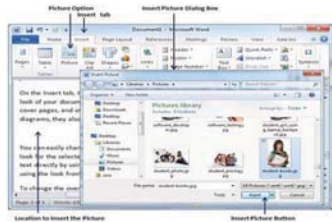
- Click Add and a bookmark will be added to the document

Add the notes here.



## Insert Picture , File and Object

- A variety of graphics can increase the beauty of Word Document
- To add picture in word document click on insert Tab
- Then click on Picture option in Image group which will display Insert Picture dialog box
- Select the picture to add in word document



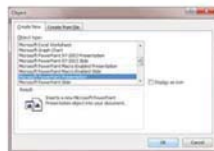
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## Insert Object

- Microsoft has introduced a feature to insert one program in another. We can insert a Power point presentation ,Excel sheet, SQL document or another word file in Microsoft Word
- Steps to Insert Object in Microsoft word 2010:
  - Click on Insert menu and Click on Object on Text Group

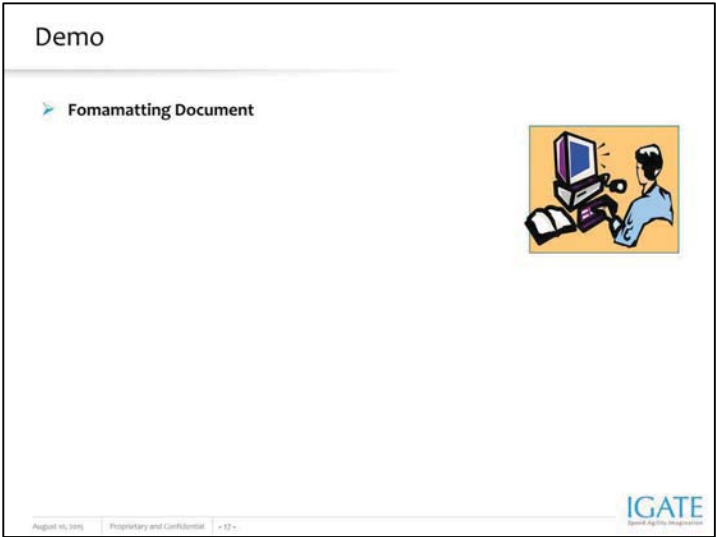


- Object dialog box will be opened with list of different Office program



- Select the required Object type and it will be inserted into current document

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1.1 Introduction: What is Word?

Lab

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## Summary

- Changing Font
- Aligning Paragraph
- Adding Borders and shades to Document
- Paragraph margin and Orientation
- Working with Page Header and footer
- Cover Page and Water Mark
- Working with bookmarks ,pictures and List
- Inserting picture , file and object



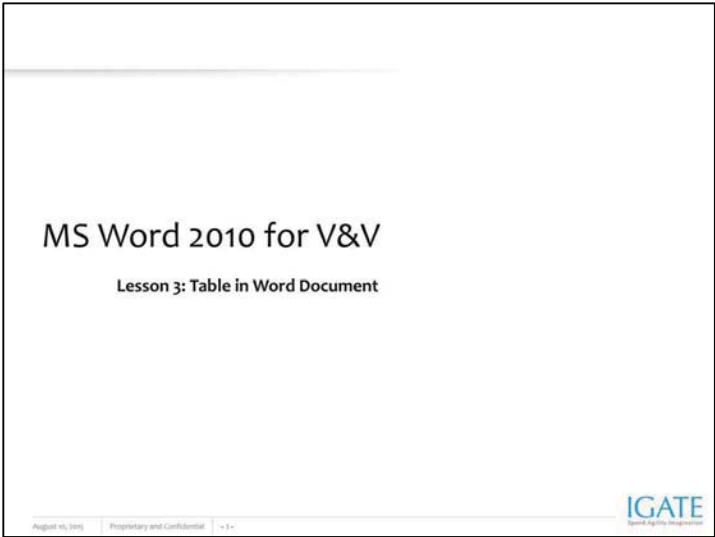
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## Review Question

- Q1. Insert picture box will get displayed after clicking on Picture Option in \_\_\_\_\_ group.
- Q2. \_\_\_\_\_ is useful while printing the page
- Q3. In which group Bookmark will be available?
- Q4. What is the shortcut key to remove the left indentation?
- Q5. Copy formatting and clear formatting available in \_\_\_\_\_ tab.



Add the notes here.



## Lesson Objectives

- **To understand following topics**
- Introduction to Tables
  - Insert Table
  - Modifying the Table
  - Formatting Table
  - Working With Formulas in Table





Introduction to Tables

- Tables consist of columns and rows.
- The intersection of a column and row is a cell. Cells contain a single piece of data
- In Word, tables are useful for organizing and presenting data. You can create a blank table, convert text to a table, and apply a variety of styles and formats to existing tables
- The table feature in Word enables you to organize a series of data in a columnar list format

Donor Registry						
FirstName	LastName	Street	City	State	Zip	Date
Allice	Greene	123 North Street	Greensboro	NC	27402	8/15/2012
Brenda	Fox	456 South Street	High Point	NC	27434	8/16/2012
Amy	Smith	100 Sunset Avenue	Greensboro	NC	27404	8/18/2012
		P.O. Box 12345	Winston	NC	27403	8/19/2012
Michael	Asplund	85 Lakewood Circle	Greensboro	NC	27389	8/20/2012
Ellen	Chapman	275 Village Square	Greensboro	NC	27405	8/22/2012
Anthony	Frangeli	1 Oak South Drive	High Point	NC	27436	8/23/2012
Allyson	Irwin		Winston	NC	27402	8/24/2012
Robert	McIntyre		Greensboro	NC	27402	8/26/2012
Paul	Smith		Greensboro	NC	27403	8/28/2012
						\$1,495.00

## Insert Table

### ➤ To insert a blank Table:

- Place the cursor in word document where the table should appear
- Select Insert Tab
- Click Table Command
- Hover your mouse over the diagram squares to select number of columns and rows in the table



- Click mouse , and table will appear in the document
- Now add the text anywhere in the Table

Add the notes here.

## Modifying the Table

- To add a new Row in existing Table:
- Place the cursor in a row below the location where the new row should get added

Salariesperson	From	To	Week
Joe M.	\$25,252	\$25,540	\$13,790
Barb W.	\$8,550	\$13,470	\$27,000
Lara E.	\$8,347	\$17,500	\$8,907
Steve S.	\$12,578	\$6,789	\$10,239

insertion point

- Right Click the mouse ,from menu select insert->Insert Row Above.



- A new row appears above the insertion point.
- Same steps can be followed to add new columns.

## Formatting Table

### ➤ To apply a table style:

- Click anywhere on the table. The Design tab will appear on the Ribbon
- Select the Design tab and locate the Table Styles
- Click the More drop-down arrow to see all of the table styles



- Hover the mouse over the various styles to see a live preview
- Select the desired style. The table style will appear in the document

### ➤ To apply Borders to The Table:

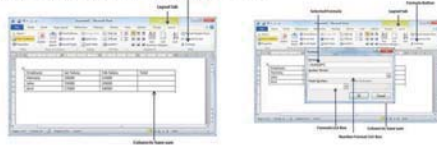
- Select the cells you want to add a border to
- From the Design tab, select the desired Line Style, Line Weight, and Pen Color.
- Click the Borders drop-down arrow
- From the drop-down menu Select the desired border type.



Add the notes here.

## Working With Formulas in Table

- Following are the simple steps to add formula in a table cell available in word document.
- Consider the following table where we will have total of the rows. Click in a cell that should contain the sum of a rows.



- Now click the Layout tab and then click Formula button which will display a Formula Dialog Box which will suggest a default formula, which is =SUM(LEFT) in our case.
- You can select a number format using Number Format List Box to display the result or you can change the formula using Formula List Box.

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### Cell Formulas:

The Formula dialog box provides following important functions to be used as formula in a cell.

#### Formula

##### Description

**AVERAGE( )**

The average of a list of cells.

**COUNT( )**

The number of items in a list of cells

**MAX( )**

The largest value in a list of cells

**MIN( )**

The smallest value in a list of cells

**PRODUCT( )**

The multiplication of a list of cells

**SUM( )**

The sum of a list of cells



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Lab

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Hands On

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## Summary

- Working with Tables in Word Document
- Creating Table
- Modifying Table Data
- Applying Styles to table
- Working with Table Formulas



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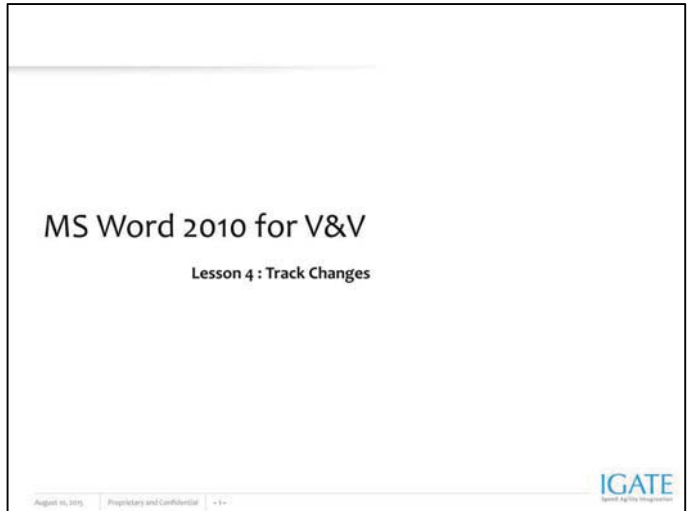


## Review Question

- Q.1. In a document what is the maximum number of columns that can be inserted in MS Word Table?
  - a. 35      b. 15      c. 63      d. 65
- Q.2. How much space in minimum must be provided between columns?
  - 0"      B) 0.5"      C) 1"      D) 1.5"
- Q3. While right clicking on the cell C5 and selecting on Insert cell option, where the new cell will get inserted?
- Q4. While inserting the table, \_\_\_\_\_ over the diagram squares to select number of columns and rows in the table
- Q5. Is formula can be added in the table?
  - A. True      B. False



Add the notes here.



## Lesson Objectives

### ➤ To understand following topics

- Track Changes
- Turn Track Changes on or off
- Get Detailed Summary of Track Changes
- Accept or Reject Track Changes
- Working with Comments in Document
- Word Count

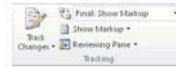


## Track Changes

- Track Changes feature allows MS Word to keep track of the changes done in word document
- It is also known as redline, or redlining
- Its real usage can be seen when a document is edited I,e it helps us to know which changes have been made to it -- which content is deleted, inserted or formatted

## Turn Track Changes on or off

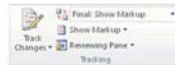
- On the Review tab, in the Tracking group, click the Track Changes image.



- To add a track changes indicator to the status bar, right-click the status bar and click Track Changes
- Click the Track Changes indicator on the status bar to turn Track Changes on or off.

## Get Detailed Summary of Track Changes

- On the Review tab, in the Tracking group, click Reviewing Pane to view the summary at the side of your screen
- To view the summary across the bottom of your screen instead of on the side of your screen, click the arrow next to Reviewing Pane, and then click Reviewing Pane Horizontal



- To view the number of each type of change, click Show Detailed Summary



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## Accept or Reject Track Changes

- On the Review tab, in the Changes group, click Next or Previous.



- To accept track Changes :

- In the Changes group, click Accept to accept the track change
- To Accept all the track changes click Arrow below Accept and select Accept All Changes

- To Reject Track Changes:

- In the Changes group, click Reject to reject the track change
- To reject all the track changes click Arrow Below Reject and select Reject All Changes

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## Working with Comments in Document

### ➤ Insert Comment

- To insert a comment in a document, highlight the area of text where you want to comment on. Click the Review tab on the Ribbon then click New Comment



- That opens up a balloon pointing to the highlighted text you can leave your comment in

### ➤ Remove Comment

- After corrections have been made you might want to delete the comment.
- Just highlight the comment you want gone and click the Delete button.



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## Word Count

➤ Microsoft Word counts the number of words in a document while you type.

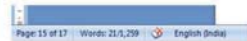
➤ Word can also count the following:

- Pages
- Paragraphs
- Lines
- Characters, either including or excluding the spaces



➤ Count the words as you type

- When you type in a document, Word automatically counts the number of pages and words in your document and displays them on the status bar at the bottom of the workspace.



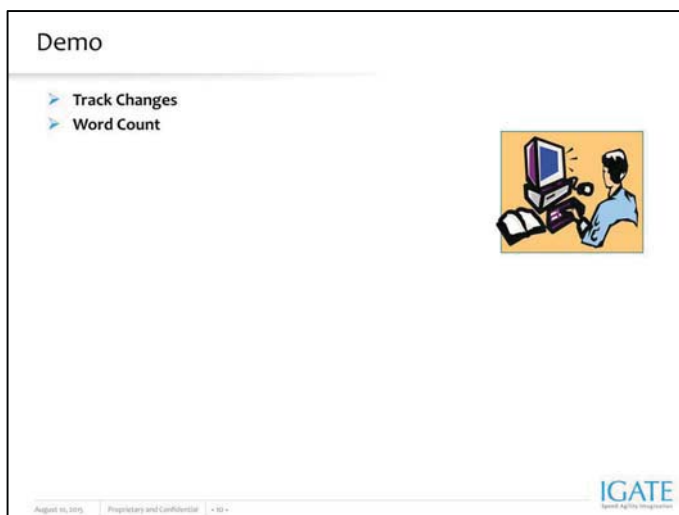
➤ Count the words in a selection or selections

- You can count the number of words in a selection or selections, rather than all of the words in a document.
- The status bar displays the number of words in the selection.
  - For example, 100/1440 means that the selection accounts for 100 words of the total number of words in the document, 1,440.

## Word Count

- You can also use Word Count located in the Review tab
  - On the Review tab, in the Proofing group, click Word Count.
  - In the Word Count dialog box, select the Include textboxes, footnotes and endnotes check box.






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## Summary

- Track Changes
- Turning Track changes on or off
- Inserting comments in word document
- Deleting comments from word Document
- Word Count



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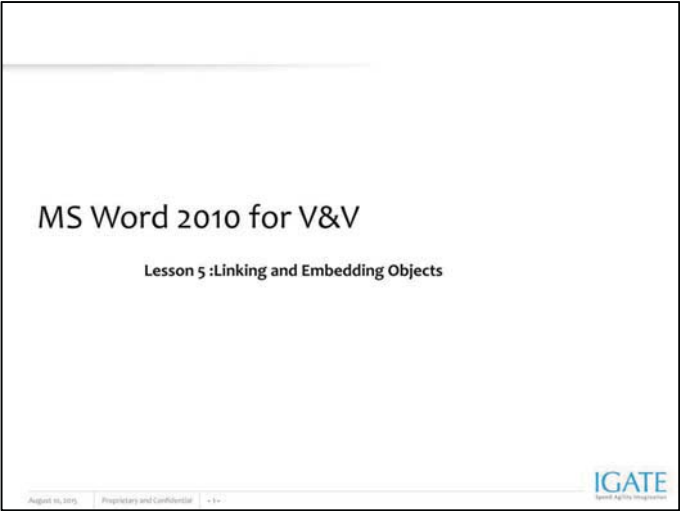
Add the notes here.

## Review Question

- Q1. On the review tab Accept changes and Reject changes will be available in which group?
- Q2. What will be displayed after clicking on Show Detailed Summary?
- Q3. Which of the following cannot count by Word?
  - a). Paragraph   b). Line   c). Document   d). Pages
  - Q4. At what scenario, word will count the words?
- Q5. Word count will count the words and displays the same in bottom of every pages.
  - a). True   b). False



Add the notes here.



## Lesson Objectives

### ➤ To understand following topics

- Linking and Embedding Objects
- Insert Linked Object
- Insert Embedded Object
- Link and Embed Content copied from another program
- Hyperlinks
- Insert a Hyperlink
- To make an email address a hyperlink
- To remove a hyperlink



## Linking and Embedding Objects (OLE)

- **This is a facility provided in Microsoft office by which information from two or more different types of files (e.g. graphics, spreadsheet, and word processing) can be inserted into a document, stored as an “object” in 2 ways - linking and embedding**
  - In linking, the linked files remain separate but if information in one file is updated, the linked information in other file is automatically updated
  - In embedding 2 or more files become part of the container file but the inserted items retain their independent existence and can be modified by double clicking in them to call up the application by which they were created.
- **The files which can be linked /embedded can be files created by other Microsoft Office programs, as well as files from other programs that support Object Linking and Embedding (OLE).**



## Insert Linked Object

### To Insert a linked object

- Click in the document where you want to place the object
- On the Insert tab, in the Text group, click Object
- Object dialog box will open,
- Click on Create from file tab
- In the File box, type the name of the file, or click Browse to select from a list.
- Select the Link check box.



Add the notes here.

## Insert Embedded Object

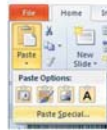
- Click in the document where you want to place the object.
- On the Insert tab, in the Text group, click Object
- Do one of the following:
  - If the object does not already exist, click Create new.
  - In the Object type box, click the type of object that you want to create.
  - If the object already exists, click Create from file. In the File box, type the name of the file, or click Browse to select from a list.
- Clear the Link check box.
- Do one of the following:
  - To display the content in your document, clear the Display as icon check box.
  - To display an icon that is clicked to view the object, select the Display as icon check box.  
To change the default icon image or label, click Change Icon, and then click the icon that you want from the Icon list. If you want, you can type a label in the Caption box.



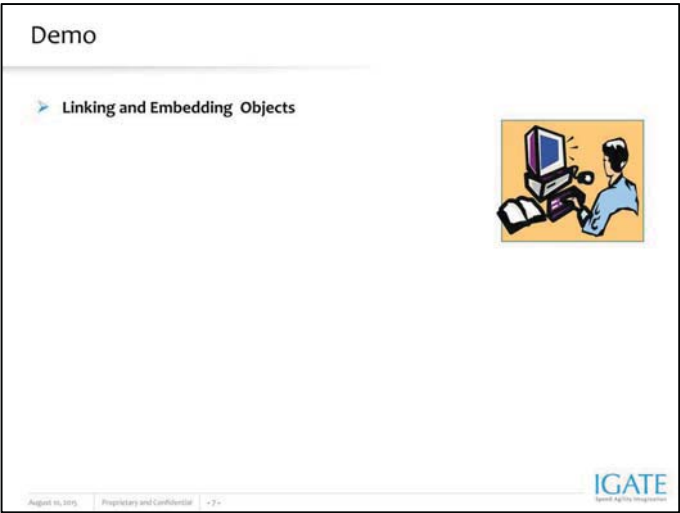
Add the notes here.

## Link or Embed Content copied from another program

- In a program other than Word Document, select and copy the information that you want to insert as an object, into clipboard
- In Word Document, click where you want the object to appear.
- On the Home tab, in the Clipboard group, click the arrow below Paste, and then click Paste Special.



- In the Paste Special dialog box, do one of the following:
  - To paste the information as a linked object, click Paste link.
  - To paste the information as an embedded object, click Paste. In the As box, click the entry with the word "object" in its name. For example, if you copied the information from a Power point, click Microsoft Power point Slide Object.



Add the notes here.



Add the notes here.

## Hyperlinks

- **Adding hyperlinks to the document can help readers quickly access contact information, other parts of the document, and any additional information online that you want to share**
- **Two basic parts of Hyperlink**
  - Address
    - address of the webpage, email address, or other location they are linking to
  - display text (or image)
  - For example, the address could be <http://www.youtube.com>, and the display text could be YouTube. In some cases, the display text might be the same as the address.
- **To follow a hyperlink in Word, hold down the Control key and click the hyperlink.**

## Insert a hyperlink

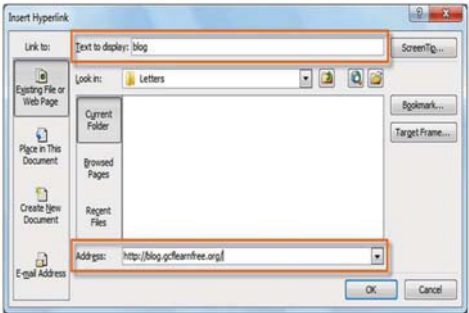
- Select the text or image you want to make a hyperlink.
- Right-click the selected text or image, then click Hyperlink. You can also right-click in a blank area of the document and click Hyperlink.
- The Insert Hyperlink dialog box will open. You can also get to this dialog box from the Insert tab by clicking Hyperlink.
- If you selected text, the words will appear in the Text to display: field at the top. You can change this text if you want.
- Type the address you want to link to in the Address: field.
- Click OK. The text or image you selected will now be a hyperlink.

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You can also insert a hyperlink that links to another portion of the same document by selecting Place in This Document from the Insert Hyperlink dialog box.

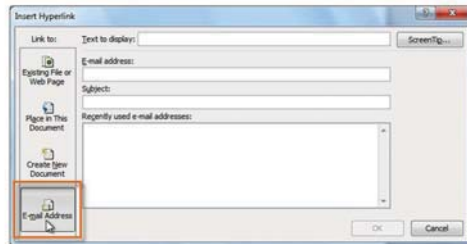
Insert a hyperlink





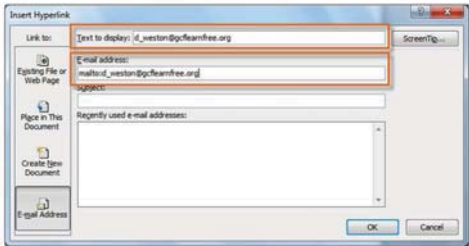
## To make an email address a hyperlink

- Right-click the selected text or image, then click Hyperlink.
- The Insert Hyperlink dialog box will open.
- On the left side of the dialog box, click Email Address.

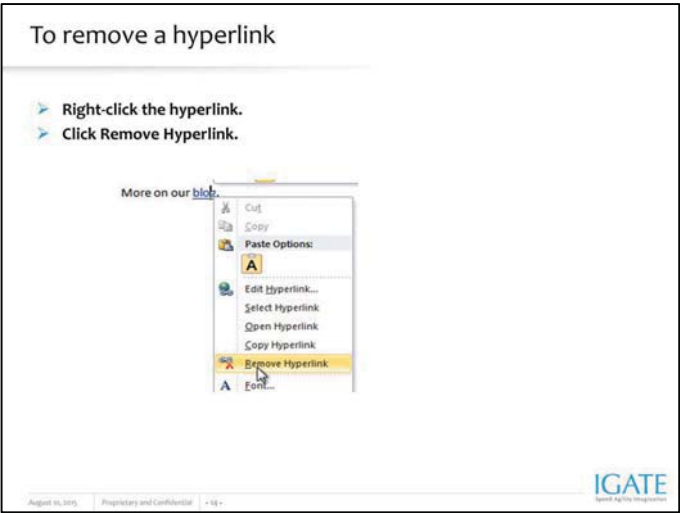


To make an email address a hyperlink

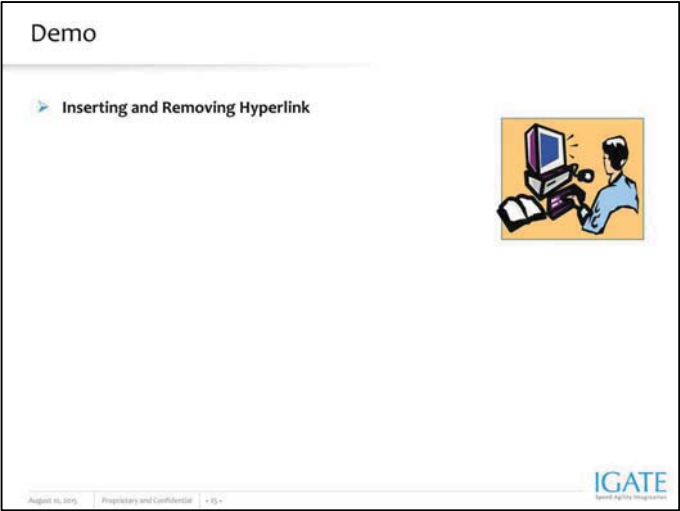
Type the email address you want to connect to in the Email Address box, then click OK.



Word often recognizes email and web addresses as you type and will format them as hyperlinks automatically after you press the **Enter** key or the **spacebar**.



After you create a hyperlink, you should **test** it. If you have linked to a website, your web browser should automatically open and display the site. If it doesn't work, check the hyperlink address for misspellings.



Add the notes here.



Add the notes here.

## Summary

- Object linking and Embedding
- How to insert a linked object
- How to insert a embedded object
- How to link or embed copied content from another program
- How to insert and remove hyperlink



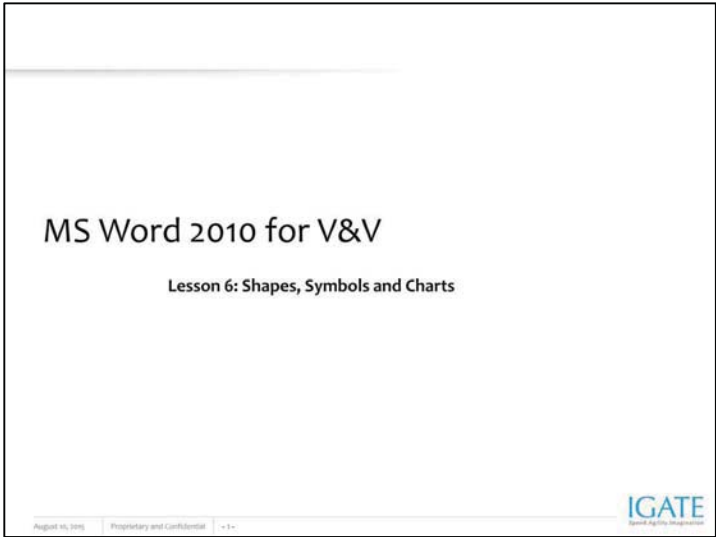
Add the notes here.

## Review Question

- Q1. To follow a hyperlink in Word, hold down the \_\_\_\_\_ key and click the hyperlink.
  - A. Control    B. Shift    C. Alt    D. Alt+Shift
- Q2. What are all the two parts of Hyperlink?
- Q3. Which of the following items retain their independent existence after insertion?
  - A. Linking    B. Embedding
- Q4. Steps to remove the Hyperlinks.
- Q5. On the Insert tab Object will be available in which group?



Add the notes here.





## Lesson Objectives

### ➤ To understand following topics

- Shapes
- To insert a shape
- To resize a shape
- To change the order of shapes
- Changing a shape's appearance
- 3D effects
- Symbols and Special Characters
- The Symbol menu
- The Symbol dialog box
- Charts
- Creating charts using data in Excel



## Shapes

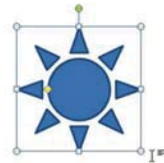
- **Word's large shape collection allows you to organize and design the image you want.**
- **To use shapes effectively, you'll need to know**
  - How to Insert Shapes
  - How to Format Shapes
    - To change the style
    - To change the shape fill color
    - To change the shape outline
    - To change shadow effects
  - 3D effects

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## To insert a shape

- Select the Insert tab.
- Click the Shapes command.
- Select a shape from the drop-down menu.
- Click and drag the mouse until the shape is the desired size.
- Release the mouse button.



Add the notes here.

## To resize a shape

- Click the shape to select it.
- Click and drag one of the sizing handles on the corners and sides of the shape until it is the desired size.
- To rotate the shape, drag the green handle.



- Some shapes also have one or more yellow handles that can be used to modify the shape.

- For example, with star shapes
- you can adjust the length of the points.



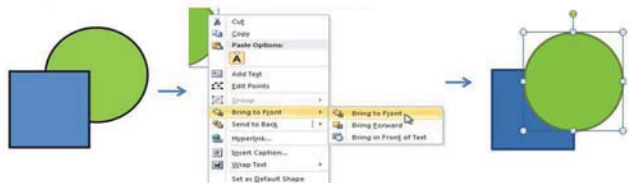
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## To change the order of shapes

- If one shape overlaps another, you may need to change the ordering
- If you have multiple images, you can bring a shape to the front or send it to the back.
- Bring Forward or Send Backward are the two options to fine tune the ordering
- You can also move a shape in front of or behind text.
  - Right-click the shape you want to move.
  - In the menu that appears, mouse over Bring to Front or Send to Back. Several ordering options will appear.
  - Select the desired ordering option. The shapes will reorder themselves

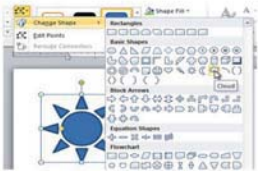


### Changing a shape's appearance

- Select the shape. A new Format tab appears with Drawing Tools.



- Click the Format tab.
- Click the Edit Shape command.



- Click Change Shape to display a drop-down list.
- Select the desired shape from the list.

Add the notes here.

## Changing a shape's appearance

- Select the shape. The Format tab appears.
- Click the More drop-down arrow in the Shape Styles group to display more style options.

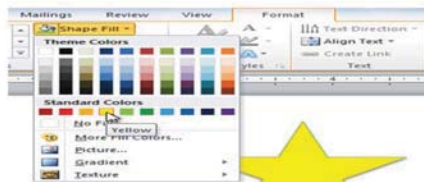


- Move your cursor over the styles to see a live preview of the style in your document.
- Select the desired style.



## Changing a shape's appearance

- Select the shape. The Format tab appears.
- Select the Format tab.
- Click the Shape Fill command to display a drop-down list.
- Select the desired color from the list, choose No Fill, or choose More Fill Colors to choose a custom color.





### Changing a shape's appearance

- Click the Shape Outline command under Format to display a drop-down menu.
- From the drop-down menu, you can change the outline color, weight (thickness), and whether it is a dashed line.



## Changing a shape's appearance

### Steps:

- Select the Format tab.
- Click the Shape Effects command. A drop-down menu will appear.
- Mouse over Shadow. You will see a list of shadow presets.
- Move your mouse over the menu options to see a live preview of the shadow effect in your document.
- Click the desired shadow effect to add it to your shape.

➤ You can select Shadow Options from the drop-down menu and click the Color button to select a different shadow color for your shape.



## 3D effects

- **There are two types of effects you can apply to your shapes to give them a 3D appearance**
  - 3-D Rotation
  - Bevel. 3-D Rotation
- **Bevel adds thickness and a rounded edge to shapes, but it doesn't work with every type of shape.**
- **To use 3-D Rotation:**
  - Select the shape.
  - Click the Format tab.
  - Click Shape Effects from the Shape Styles group.
  - mouse over 3-D Rotation. A drop-down menu will appear.
  - Select the desired rotation preset from the drop-down menu. You can also click 3-D Rotation Options if you would prefer to type custom values.



## 3D effects

### ➤ To use bevel:


- Select the shape.
- Click the Format tab.
- Click Shape Effects from the Shape Styles group.
- Hover your mouse over Bevel. A drop-down menu will appear.
- Select the desired bevel preset from the drop-down menu. You can also click 3-D Options if you would prefer to type custom values.



Demo

➤ Adding and Formatting Shapes

➤ 3D Shapes



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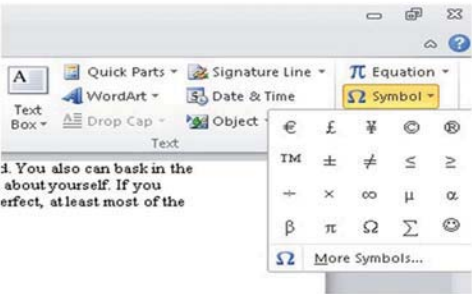
Add the notes here.

## Symbols and Special Characters

- Word 2010 lets you sprinkle characters beyond the keyboard's 26 letters of the alphabet, numbers, a smattering of symbols, and punctuation thingies
- Two ways of inserting a symbol and special character:
  - The Symbol menu
  - The Symbol dialog box

### The Symbol menu

- Click where you want to insert the symbol.
- On the Insert tab, in the Symbols group, click Symbol button.
- Click the symbol that you want in the drop-down list



## The Symbol dialog box

- Click where you want to insert the symbol.
- On the Insert tab, in the Symbols group, click Symbol
- Choose More Symbols from the Symbol menu it displays the Symbol dialog box
- In the Font box, click the font that you want, click the symbol that you want to insert, and then click Insert.



You can insert symbols by typing the symbol's code and then pressing the Alt+X key combination. For example, the code for the sigma character is 2211: Type 2211 in your document and then press Alt+X. The number 2211 is magically transformed into the sigma character. A quick Web search will produce a resource with a list of symbols and their corresponding codes.

Some symbols have shortcut keys. They appear at the bottom of the Symbol dialog box. For example, the shortcut for the degree symbol is Ctrl+@, spacebar — press Ctrl+@ (actually, Ctrl+Shift+2), and then type a space.



## Charts

- In Microsoft Word 2010, you can insert many kinds of data charts and graphs, such as column charts, line graphs, pie charts, bar charts, area graphs, scatter graphs, stock charts, surface charts, doughnut charts, bubble graphs, and radar graphs.
- Creating the chart by referring the data table from Excel Sheet.

Creating charts using data in Excel

➤ On the Insert tab, in the Illustrations group, click Chart.

➤ In the Insert Chart dialog box, click the arrows to scroll through the chart types.

➤ Select the type of chart that you want and then click OK.

➤ Edit the data in Excel 2010.

➤ Close the Excel sheet after finishing editing.

Picture Clip Art Shapes SmartArt Chart Screenshot

Illustrations

Insert Chart

Columns

Line

Area

3-D (Bar)

Stack

Surface

3-D (Pie)

Pie

Other

Get an Excel Chart

OK

Cancel

	A	B	C	D
1	Column1	2005	2010	2015
2	ABC Company	35%	40%	50%
3	XYZ Corporation	60%	55%	70%
4	STU Finance	20%	30%	75%

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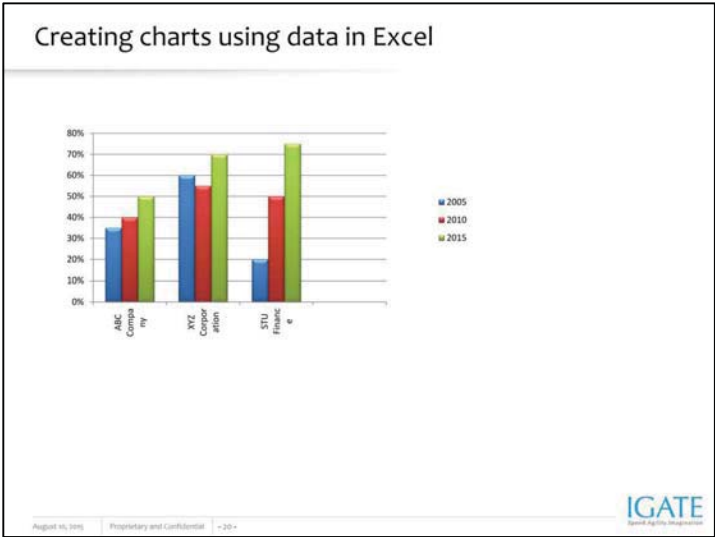
Brand & IT Solutions

To get a good idea of what you can add to or change in your chart, under **Chart Tools**, click the **Design**, **Layout**, and **Format** tabs, and then explore the groups and options that are provided on each tab.

**Note** If you don't see the **Chart Tools**, make sure that you click anywhere inside the chart to activate it.

You can also access design, layout, and formatting features that are available for specific chart elements (such as chart axes or the legend) by right-clicking those chart elements.


Page 06-19



Demo

> Symbols and special characters

> Charts



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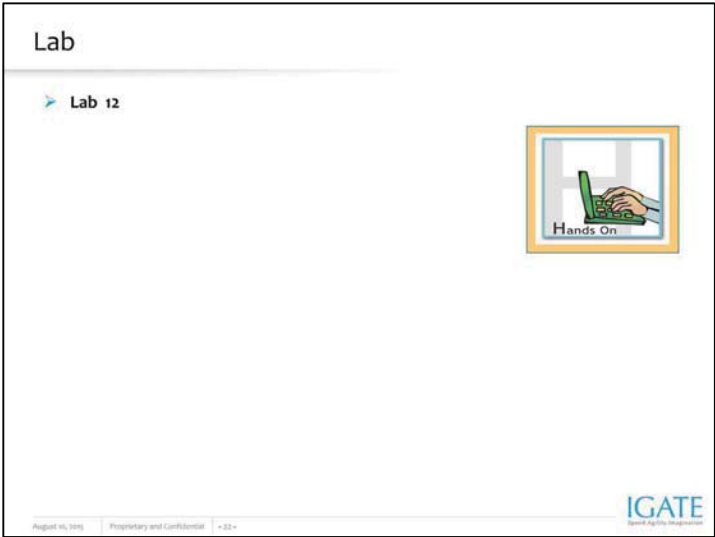
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Add the notes here.



Add the notes here.

## Summary

- Adding the shapes in the document
- Formatting the shapes
- Creating the 3D shapes
- Creating Symbols
- Creating Charts



Add the notes here.

## Review Question

- Q1. what are all the two types of effects you can be applied to the shapes to give them a 3D appearance?
- Q2. Two ways of inserting a symbols are?
- Q3. How to rotate the shape after inserting the shape in the word document?
- Q4. While creating the Chart, it will get the data from \_\_\_\_\_  
— A. Access    B. PowerPoint    C. Excel    D. Database
- Q5. After inserting the shape, all the options related to this will be available in which tab?



Add the notes here.

# MS Word 2010 for V&V

*Lab Book Version 2.0*

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## Document Revision History

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Date	Revision No.	Author	Summary of Changes
16-Feb-2015	1.0	Yogini S Naik	First version
22-May-2015	2.0	Selvalakshmi P	Modified the content as per VnV Lot requirements

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## Lab 1. Introduction to Word 2010

---

Goals	• Basic operation with MS Word 201
Time	20 minutes

1. Create an empty document. Copy the content from the existing document AoQ.docx.
2. Save the document in a newer location.
3. Try opening both the document side by side.
4. Make the following changes in your version of document. Add the following lines in the beginning of the document. (You can copy this as well)

*The IGATE R & R Program*

*Recognition of good work is essential element of an outstanding workplace. People respond to appreciation as it confirms their work is valued. Through effective rewards and recognition programs, we reinforce the actions and behaviors that we most want to see people repeat.*

*IGATE believes in creating an appreciative atmosphere, recognizing and nurturing deserving high performing individuals and teams who move beyond the ordinary expectations of the job, into the realm of excellence, distinguished by outstanding accomplishment and set benchmarks for others to emulate. Given here is the Rewards & Recognition Program of IGATE created with an objective of building a high performance work culture through timely recognition of outstanding performance. As an organization, we truly believe that recognition is most effective when it takes place on a regular basis, in a variety of ways and is truly rewarding to an employee. Thus, there are four major categories of awards spread through the year.*

5. Save the document. Now compare your document and original document and see the changes

## Lab 2. Formatting in documents in Word 2010

---

Goals	• Performing formatting document MS Word 2010
Time	30 minutes

1. For the above paragraph, do the following paragraph alignment, indentation, header and footer.
  1. Change the paragraph spacing to 1.5. Remove the spaces before and after each line.
  2. Increase the indentation of the first paragraph.
  3. Modify the indentation of 2<sup>nd</sup> paragraph as per your point of view.
  4. Provide the header of the page is as “*The IGATE R & R Program*”.
  5. Footer should have IGATE Internal in the center and page number on the bottom right corner  
IGATE Logo on the top right side.
  6. Create the watermark for your document is as “Sensitive”.
  7. Changing margins to 1.5 all over
  8. Add a border of blue color

### Lab 3. Working with Tables in Word 2010

---

<b>Goals</b>	• Performing various operations with tables in MS Word 2010
<b>Time</b>	120 Minutes

Create a Table with the following information and perform the below task.

Name of the team Member	Funds allotted	Job allotted
Member 1	10000.00	Planning
Member 2	12000.00	Resource Management
Member 3	15000.00	Project Documentation
Member 4	13000.00	Correspondence with outside agencies

- Sort the team members by the funds allotted to them to get output as shown below
- Find the total funds allocated.
- Delete the row of Member 2
- Undo the above operation
- Delete the column "Job allotted "
- Undo the above operation
- Modify the cell dimensions of the first column
- Modify the table format from the existing one

### Lab 3.1 Assignment on Table:

1. **Create** a NEW blank document in Word.
2. **Create** the **table** below keying the text shown – leave the first cell blank.

	Month	High	Low
Santa Fe	January	40	19
	Feb	40	22
	April	35	24
	October	20	9
Taos	January	45	30
	Feb	45	33
	April	18	6
	October	10	4

3. **Merge** the cell that contains “Santa Fe” with the three blank cells below it. Do the same for the cell that contains “Taos” and the blank cells below it.
4. Change the entire table to **16 point Arial** and the **row height** of each row to at least **0.45 inch**.
5. Change the **text direction** of “Santa Fe” so it reads from the bottom to the top of the cell. Format the text as **26 point bold**. Format “Taos” the same way.
6. Adjust **column widths** as follows:  
Column 1 – 0.75”  
Column 2 – 1.25”  
Column 3 – 1”  
Column 4 – 1”
7. **Center** the text in columns three and four.
8. **Insert** a new **row** at the top of the table, **merge** the cells, **center** and **type** the title Average Temperatures in **Arial, 24 point, bold, and small caps**.
9. Change the **font color** of the second row to white. Apply black **shading** to the row.
10. Apply 15% gray **shading** to the first row.
11. Add a **3 point, double line, and black, outside border** to the table. Add a **1½ point, single line, and black, inside border** to the table.
12. **Center** the table **vertically and horizontally** on the page.
13. **Save** the document as **AVERAGE TEMPERATURE** to your Computer 6 folder.
14. Add formulae to find out average high and average low temperature

### Lab-3.2 – Creating a Table of Contents

1. You are an astrologer and is creating a documents on Sun Sign . Each page contains information on one zodiac. Add suitable Page Headers , Page title and content . The zodiacs are mentioned in the list below
  - a. Aries
  - b. Taurus
  - c. Cancer
  - d. Gemini
  - e. Leo
  - f. Virgo
  - g. Libra
  - h. Scorpio
  - i. Sagittarius
  - j. Capricorn
  - k. Aquarius
  - l. Pisces

Create a TOC for the document. Add a page for Extra Information and update the TOC

## Lab 4. Linking and Embedding in Word 2010

---

<b>Goals</b>	• Insert images & hyperlinks in MS Word 2010
<b>Time</b>	20 Minutes

1. In the Table given in Lab 3, Embed some images
2. Change the following to hyperlinks in the word document
  1. Quarterly Awards Nomination Form - Individual  
Link - <https://ispace.igate.com/Awards/Quarterly%20Awards%20Nomination%20Form%20-%20Individual.xl>
  2. Quarterly Awards Nomination Form - Team  
Link - <https://ispace.igate.com/Awards/Quarterly%20Awards%20Nomination%20Form%20-%20Team.xls>
  3. Process Documents
  4. Quarterly Awards Process Documents



## Lab 5. Shapes, Symbols and Charts in Word 2010

---

<b>Goals</b>	• Working with Charts in in MS Word 2010
<b>Time</b>	20 Minutes

1. Consider the below table as a reference and do the following.

Product	Region	Sales
Footballs	Arizona	60
Rackets	Arizona	50
Shoes	Arizona	42
Tents	Arizona	35
Footballs	California	55
Rackets	California	46
Shoes	California	30
Tents	California	35
Footballs	Oregon	50
Rackets	Oregon	40
Shoes	Oregon	30
Tents	Oregon	25
Footballs	Washington	45
Rackets	Washington	30
Shoes	Washington	20
Tents	Washington	15

- Create the default 2D bar chart with bars for each region grouped by series.
- Region values should appear on x-axis
- Sales values should appear against the y-axis as bar height.
- The chart uses the default colors.
- Add the following:
  - Title
  - Legend
  - X-axis title
  - Y-axis title
- Group sales by product instead of by region. Product should be moved to x – axis.
- Convert to 2D chart into 3D chart and turn the x-axis labels 90 degrees for better readability
- Convert the chart as exploded 3D pie chart.