

MS Office 2010 (MS Word 2010 & MS Excel 2010)


Lesson08: Formatting Word Document

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



Demo : 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



Demo: 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



Demo: 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
- 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 Center button available on Home tab or simply press Ctrl + E keys
- Justify Aligned Text:
 - Click anywhere on the paragraph you want to align and click Align Text Justify button available on Home tab or simply press Ctrl + J keys



Copyright © Capgemini 2015. All Rights Reserved 5

Add the notes here.

Demo: 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.

Demo : Paragraph Indentation (Cont.)

- 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.

Demo : 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.



Add the notes here.

Demo : 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.



Add the notes here.

Demo : 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.

Demo : 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.
- 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.

Demo : 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.



Add the notes here.

Demo : 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.

Demo : 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



Add the notes here.

Demo : 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



Add the notes here.

Lab

- Lab 3,4,5



Copyright © Capgemini 2015. All Rights Reserved 16

Add the notes here.

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



Add the notes here.

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.