

**DIPLOMA IN COMPUTER  
APPLICATION**

**BOOKLET-2**

## **MS-WORD**

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### **Unit -1**

**Starting MS-Word**

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### **Unit -2**

**Symbols and Pictures**

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### **Unit -3**

**Tables**

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### **Unit -4**

**Working with header, footer**

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### **Unit -5**

**Shortcuts in MS Word**

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## Unit -1

### Starting MS Word

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#### Learning objectives

After the Completion of this unit you should be able to know

- 1) What is MS Word 2010 and what are its functions
- 2) The tools used in MS Word 2010 and their use

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#### Introduction

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MS Word is a software designed by Microsoft Corporation for various documents relating to business which comprise of various contents in various forms such as

- i. Written
- ii. Graphical
- iii. Pictures
- iv. Hyperlinks
- v. Designs
- vi. Patterns

Its use is worldwide due to its simplicity, efficiency, scalability, reusability, speed in designing various graphical charts etc. One of the beauties is mail merge where a single letter once typed can be addresses to many recipients thus increasing the speed of clerical staff. Features such as convert to PDF, password locking helps user to secure sensitive information at office and elsewhere. We shall be working with MSWord 2010.

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#### Definition

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Microsoft Word is a graphical word processing program that users can type with. It is made by the computer company Microsoft. The purpose of the MS Word is to allow the users to type add graphics and save and edit documents.

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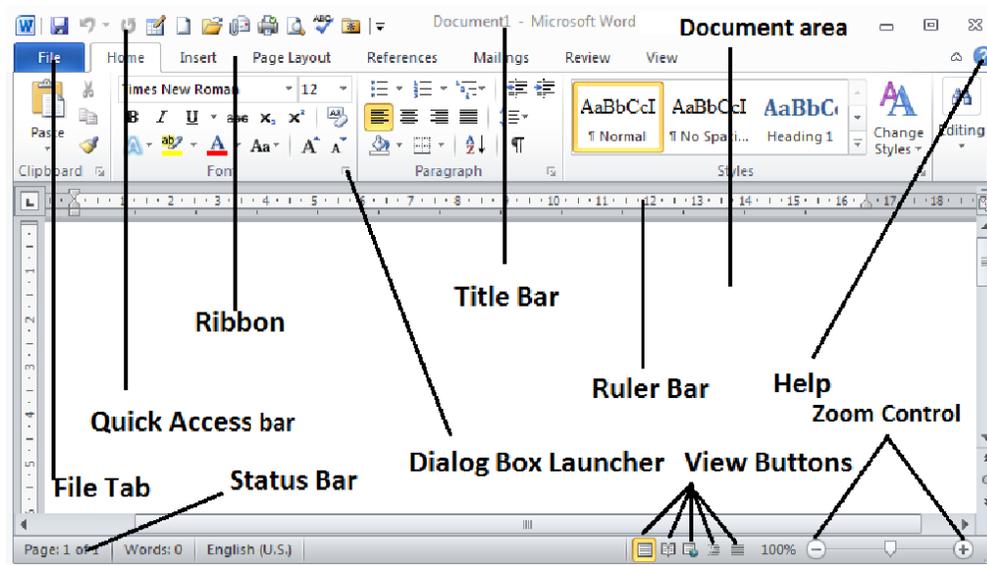
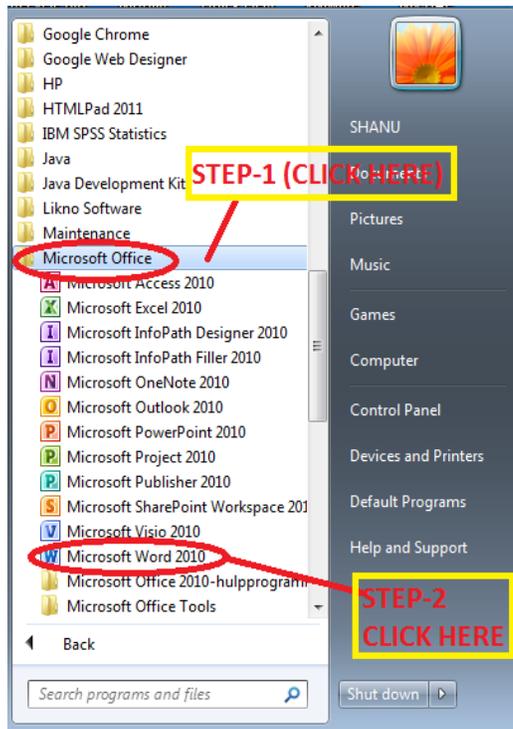
#### Working with MS Word 2010

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##### Step-1



## Step-2



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## **Knowing the tools**

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MS Word is comprised of 11 tools

1. Status bar
2. Title bar
3. Help
4. Ruler bar
5. Dialog box launcher
6. Document area
7. Zoom control
8. Quick access bar
9. View Buttons
10. File Tab
11. Ribbon

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## **Discussing About The 11 tools**

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### **Status bar**

**Status Bar:** - The status bar is to know which page is being edited. It also shows the total number of pages and the word count of the document



### **Title bar**

Title bar shows the name of the file. If you opened the my\_bussiness.docx file then it would show my business. Why the title bar after all ? People in small/ large firms when working with multiple documents forget which document is currently open and what is the name of the document that is open due high work pressure. This title bar helps the person to know in which document he/she is working at, thus reducing confusion. Suppose I am to copy some part from my another document into my current document this title bar helps me as to which document I am copying and to which place I am pasting.

### **Help**

This is the help menu which guides the user when he/she is in trouble. This is a comprehensive help for doing anything in MSWord starting from getting started with MSWord till the end of MSWord Software. In today's fast life where getting help in urgency may not prevail, the help menu comes for rescue.

## **Ruler bar**

The Ruler bar comes handy for page alignment and page setting. Documents are aligned precisely with this bar both horizontally and vertically.

## **Dialog box launcher**

The dialog box launcher comes handy to change

- The font, font style, size of the text
- Add effects such as strikethrough, double strikethrough, superscript, subscript,
- Small caps, all caps, hidden and other advanced features.

## **Document area**

This is the portion of the word document where the user types the contents, adds pictures, graphics. The alignment of the document in the document area is done by the setting the header, footer, page margins which are left, right, top, and bottom. The document area helps to view the document page by page, add blank pages, insert tables etc.

## **View Buttons**



This option is used to view the page as how it appears. They are 4 options

1. Print layout
2. Full screen reading
3. Web Layout
4. Outline
5. Draft

## **Zoom control**

This option is used to control the zoom level of the page as shown below



## **Quick access bar**



The quick access bar helps to do the job in a rapid pace. For example a beginner who does not know how to create new file and save it the

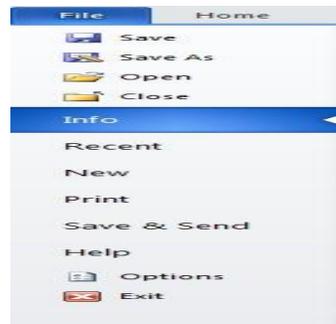
quick access bar helps the novice person to create a new file and save it.

Use of a Quick access Bar:-Used for the following

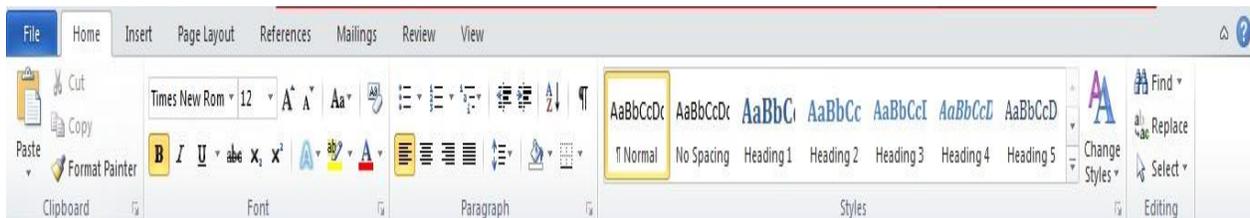
- a) Quick new file creation
- b) Quick table creation
- c) Quick Print preview
- d) Quick spell check
- e) Quick open file
- f) Quick open recent file
- g) Quick save file
- h) Quick email current file.
- i) Changing the quick access bar according to the user requirement.

## **File tab**

- **File Menu:-** The file menu is used to create, save, print, close a file, convert a file to another format such as PDF



## **Ribbon**



Ribbon contains commands organized in three components:

- **Tabs:** A series of groups are linked under tabs. Examples of tabs include Home, Insert, Page Layout are example of ribbon tabs.
- **Groups:** They are used to organize related commands. For example the alignment group is used to align the paragraph.

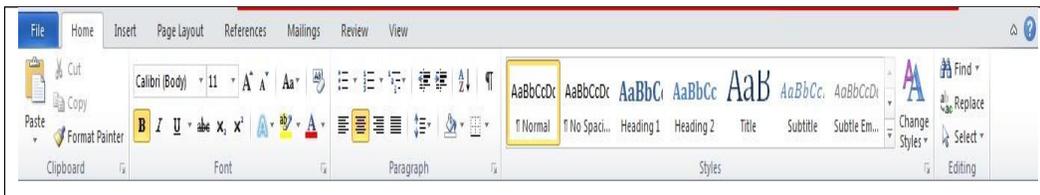


- **Commands:** Commands appear within each group such as ctrl+b to make the text bold, ctrl+i to italicize, ctrl+u to underline.

➤ **Tabs :-** The tabs is comprised of the following tabs

1. Home
2. Insert
3. Page Layout
4. Reference
5. Mailings
6. Review
7. View
8. Design
9. Layout

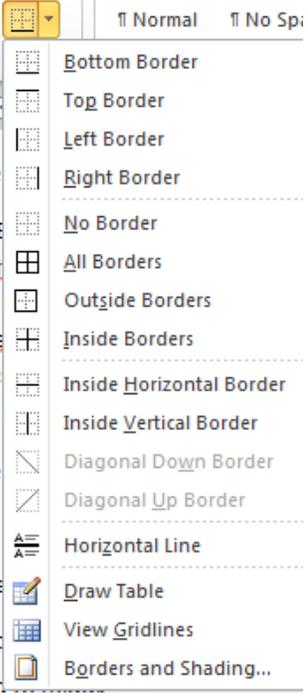
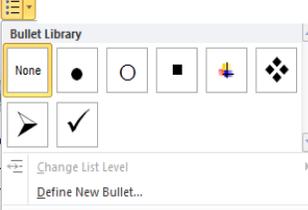
### **Home tab**

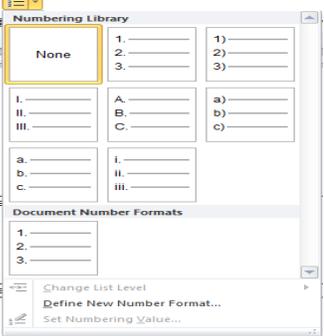


The home tab is used for the following purposes

Sl.No	Description	sign
1	Cut	 Cut
2	Copy	 Copy
3	Paste	 Paste
4	The character can be made Bold using	<b>B</b>
5	The character can be made italic using	<i>I</i>
6	An underline can be made under the character using	<u>U</u>
7	The character can be made strikethrough by clicking the	abc
8	To create a subscript such as H <sub>2</sub> O use the	X <sub>2</sub>
9	To create a superscript such as x <sup>2</sup> use the	X <sup>2</sup>
10	To create the text effect use the text effect as shown	
11	To text highlight color use	

12	To set the font color use the	
13	To set the paragraph aligned to left	
14	To set the paragraph aligned to middle	
15	To set the paragraph aligned to right	
16	To set the paragraph aligned to justify	
17	For line and paragraph spacing	
18	To set the Theme Colors	

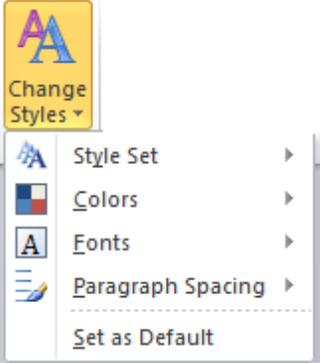
Sl.No	Description	Sign
19	To set Table border /draw a table use	
20	To set Bullet points use	

21	To set Numbered Points use	
22	To Decrease the indent of a particular paragraph select the paragraph and click	
<b>Sl.No</b>	<b>Description</b>	<b>Sign</b>
23	To Increase the indent of a particular paragraph select the paragraph and click	
24	To sort by a column use	
25	To show or hide paragraph marks	
26	Change Styles in MSWord	

27	To set Multilevel List Points use	
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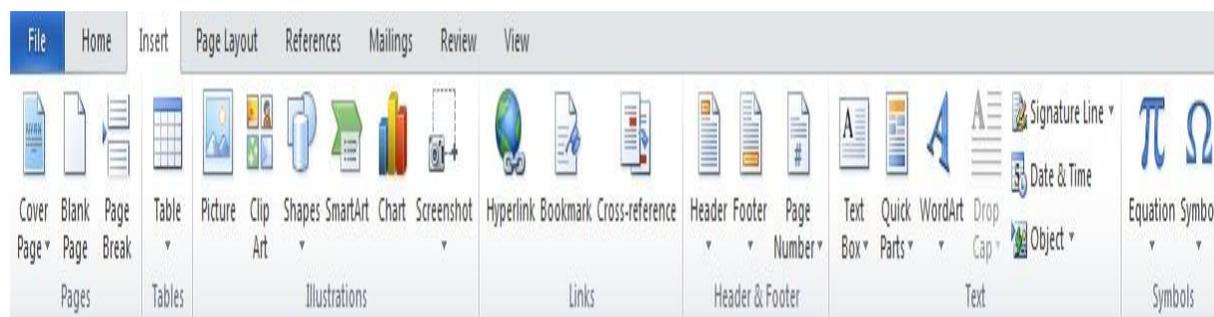
28	To set styles in MSWord
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Sl.No	Description	Sign
29	To Change styles in MSWord	
30	Find And Replace	

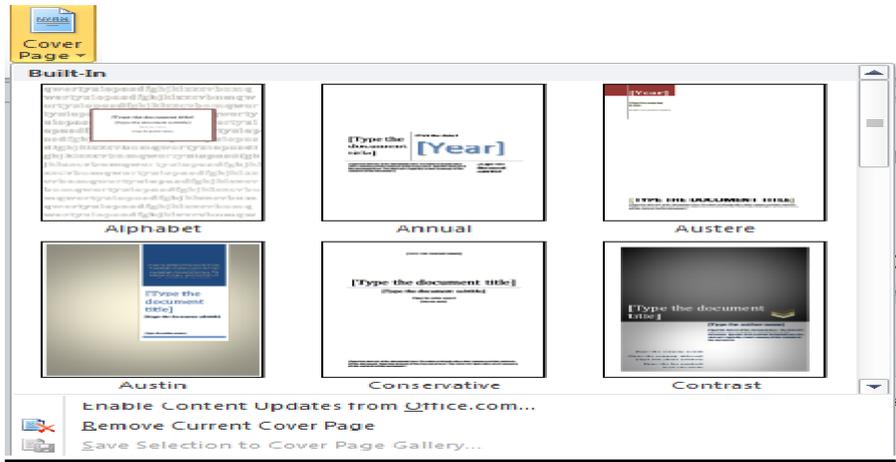
### **Insert tab**

Used to insert cover page, blank page, page break, table, picture, clip art, shapes, smart art, chart, screenshot, hyperlink, bookmark, cross reference, header, footer, page number, text box, quick parts, wordart, drop cap, signature line, date and time, object, equation, symbol.



### **Cover page**

The Cover Page is used to insert a cover page. The cover page of the document is used to set the cover page of the document so that document looks attractive and informative. Below are some of the cover pages as shown below.



**Blank page**

The Blank page is used to insert a blank page



Blank Page

**1.4.1.11.2.3 Page break**

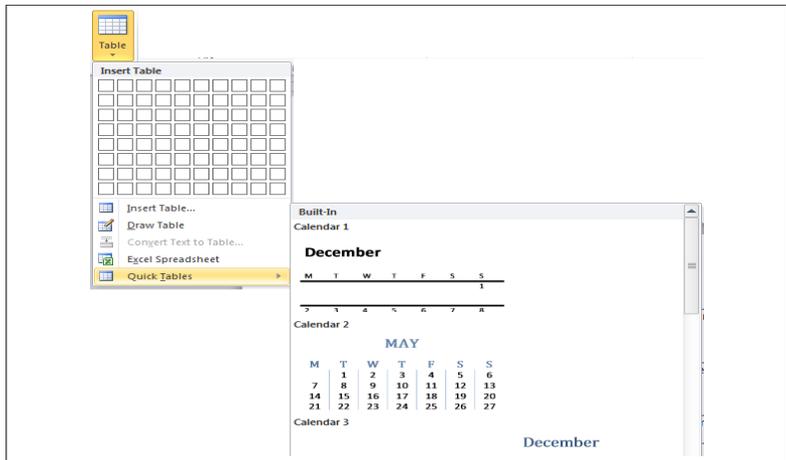


Page Break

The Page Break is used break the current page

**Table**

This option is used to insert a table



## Picture



This option is used to enter a picture into the document

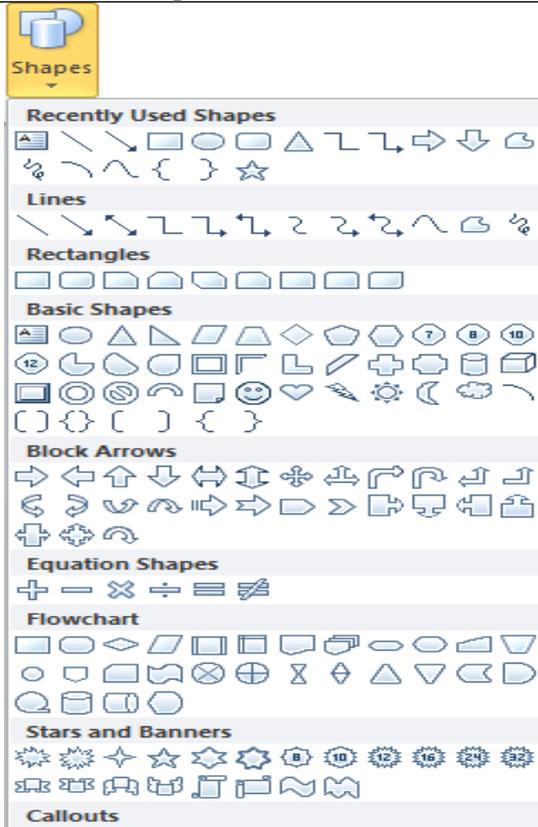
## Clip art

This option is used to enter the clip art



## 1.4.1.11.2.7 Shapes

This option is used to insert shapes



#### **1.4.1.11.2.8 Smart Art**



This option is used to insert the smart art into the document which includes organization flow, Charts, process flow charts.

#### **1.4.1.11.2.9 Chart**



This option is used to create generate a chart and incorporate it in the word document

#### **1.4.1.11.2.10 Screenshot**



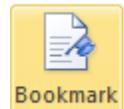
Inserts the picture of any program that is not minimized to the taskbar

#### **1.4.1.11.2.11 Hyperlink**



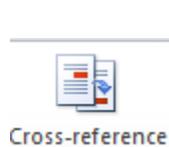
This is used to hyperlink an image or text

#### **1.4.1.11.2.12 Bookmark**



This creates a hyperlink to a point at a document. Used When the document is very large and a hyperlink at one page directs to a bookmarked page

#### **1.4.1.11.2.13 Cross-reference**



Used to create a cross reference to tables ,headings

#### **1.4.1.11.2.14 Header**



Used To enter the header of the document

#### **1.4.1.11.2.15 Footer**



Used to enter the footer of the document

#### **1.4.1.11.2.16 Page Number**



Page  
Number

Used To enter the page number of the document

#### **1.4.1.11.2.17 Text Box**



Text  
Box

Used To enter a preformatted text Box

#### **1.4.1.11.2.18 Quick parts**



- AutoText
- Document
- Field...
- Building E
- Save Selec

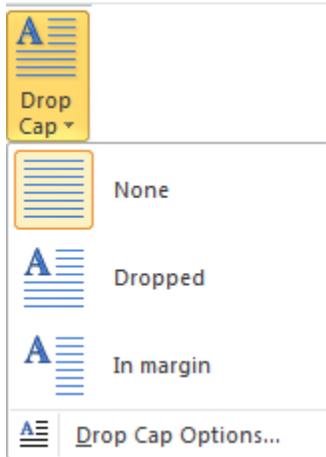
Inserts reusable pieces of contents such as title and author

#### **1.4.1.11.2.19 WordArt**

WordArt is used to insert an artistic word art in the document



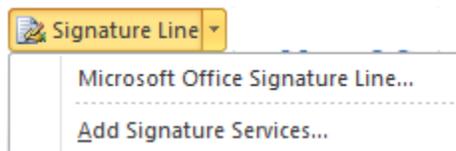
### 1.4.1.11.2.20 Drop Cap



You have done your best

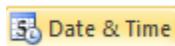
This option is used to activate a drop cap option.

### 1.4.1.11.2.21 Signature Line



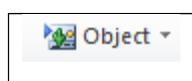
Used to insert digital signature for the authenticating your work and prevent copyright violation

### Date & Time



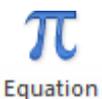
Used to insert current date and time in the current document

### Object



Used to insert an object into the document in form of bitmap image

### Equation



Used to insert and equation in the document as shown below.

$$A = \pi r$$

## **Symbol**



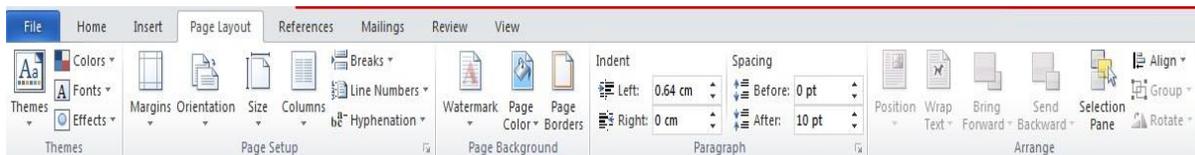
Used To insert symbols into the document which are difficult for The document creator to create such as €

## **Page layout tab**

The page layout tab is used to set the page layout of the document which involves the

1. What is the size of the document page (A4/A3/B4 etc.)
2. What is the theme by which the entire document looks attractive and presentable
3. What is the margin (top, left, bottom, right)
4. Orientation of the document (landscape/ Portrait).
5. Whether it is a one column document /2 column document/3 column document like newspaper
6. Page spacing
7. Line Numbering
8. Water marking
9. Page color

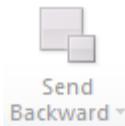
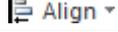
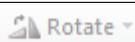
We shall be discussing about it one by one



Theme	This is used to change the theme of the entire document	 Themes
Margins	This is used to set the left, right, top, bottom margins of the document for viewing and printing	 Margins
Orientation	This is used to set the orientation to portrait /Landscape	 Orientation

Size	This is used to set the size of the document A4/A3/B4	 Size
Columns	This is used to break the page into a number of columns just like a newspaper	 Columns
Breaks	This is used to insert a page break ,column break, text wrapping	 Breaks
Line Numbers	Used to set line numbers	 Line Numbers
Hyphenation	Used to hyphenate a word in a paragraph like I was going to the mar- Ket and all of a sudden I remembered me- eting you .	 Hyphenation
Watermark	Used to watermark the document such as <b>“confidential report”</b>	 Watermark
Page Color	Used to change the color of the page	 Page Color
Page Borders	Used to set the page border of a section or the whole document	 Page Borders
Indent	Used to the indentation such as left indent and right indent	 Left: 0 cm Right: 0 cm
Spacing	Used to set spacing between paragraphs	 Before: 0 pt After: 0 pt
Position	Position of the selected object on the page	 Position

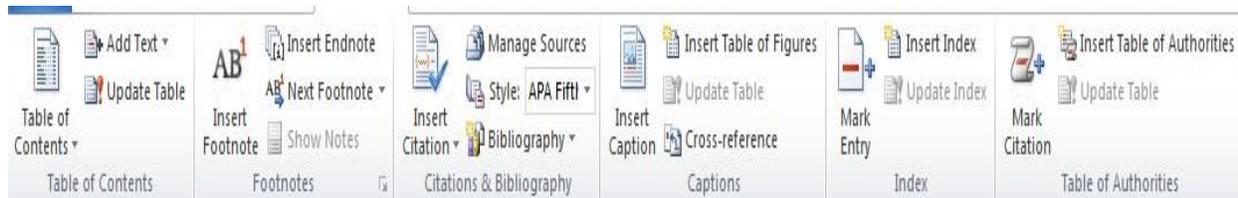
Wrap Text	Wrap a text around an object on a page	 Wrap Text
Bring Forward	Bring the selected object forward one level	 Bring Forward

Send Backward	Send the selected object back one level	 Send Backward ▾
Selection Pane	Shows the selection pane to help select individual objects and to change their order and visibility	 Selection Pane
Align	Align the edges of multiple selected objects	 Align ▾
Group	Group objects together so that they are treated as one object.	 Group ▾
Rotate	Rotate /flip an object	 Rotate ▾

### References tab

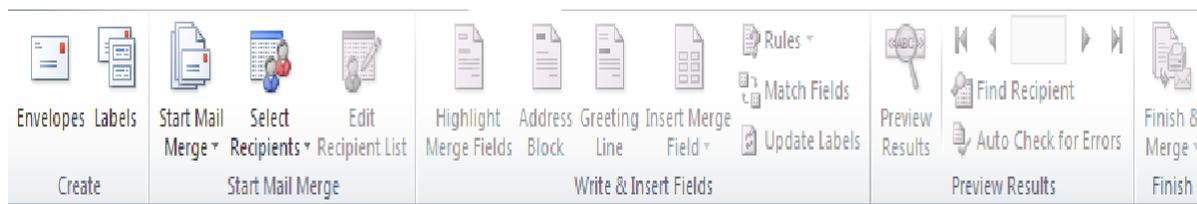
This tab is used to

1. Create table of contents of a book/article/periodical.
2. Update table of contents by adding text or updating table after more content was added to the document and table of contents have to be updated immediately
3. It also helps to add foot notes at the bottom of the page ,add an end note at the end of the document, navigate to the next foot note, insert citation



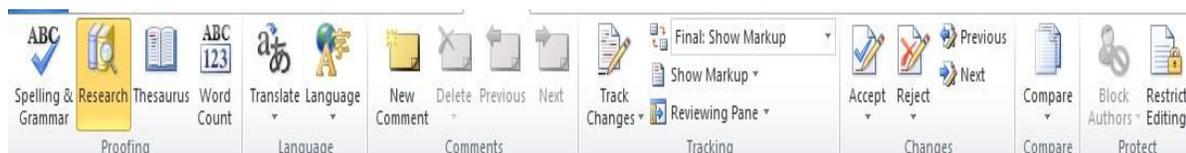
### Mailings tab

This option is used to create envelopes, labels, Mail Merge



### Review tab

This tab is used to correct spellings and grammar, thesaurus, word count, restrict editing.



## View tab

**View:-**The view option is used to view the document in various ways



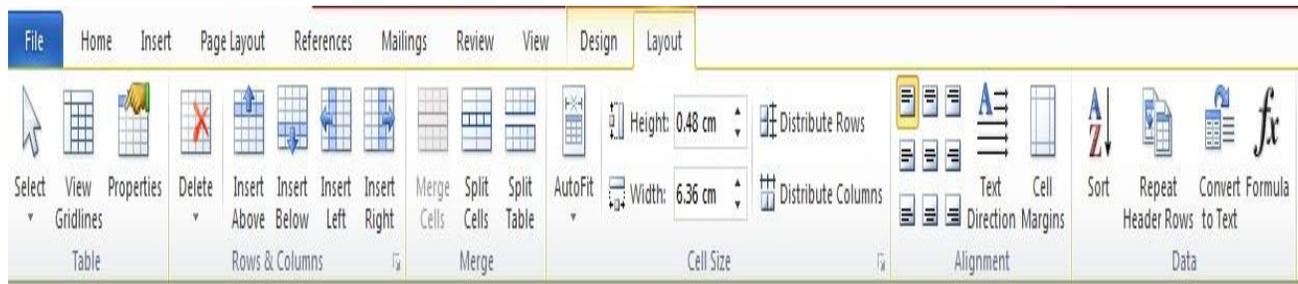
## 1.4.1.11.8 Design tab

**Design:** - The design option is used in case of table's .used in designing the table and shade and border table, draw table, erase the rows.



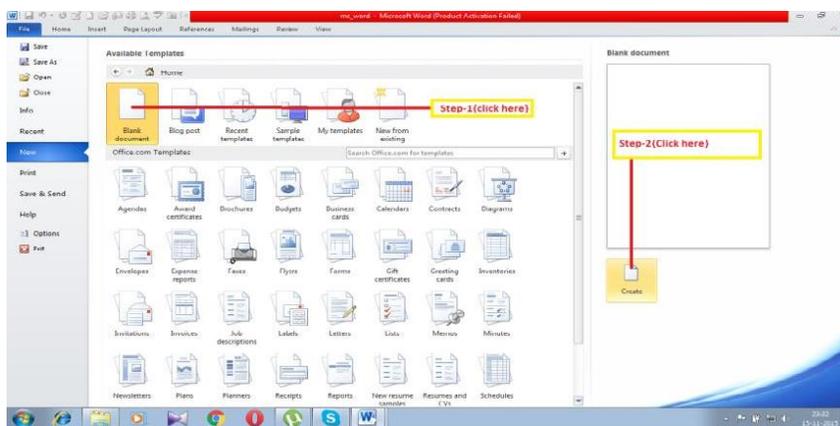
## 1.4.1.11.9 Layout tab

**Layout:-**The Layout option is used in case of tables. Insert rows, delete rows, split cells, align text in cells, convert to text, and add formulas to a table

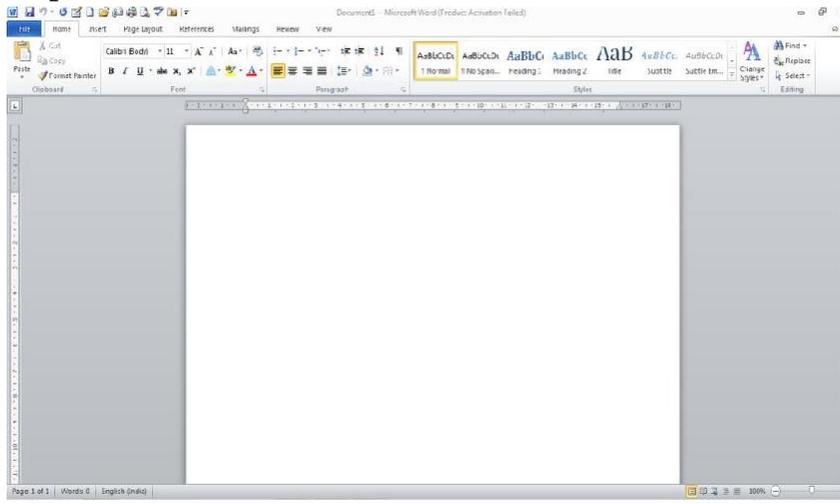


## Creating a new word document

### Step-1

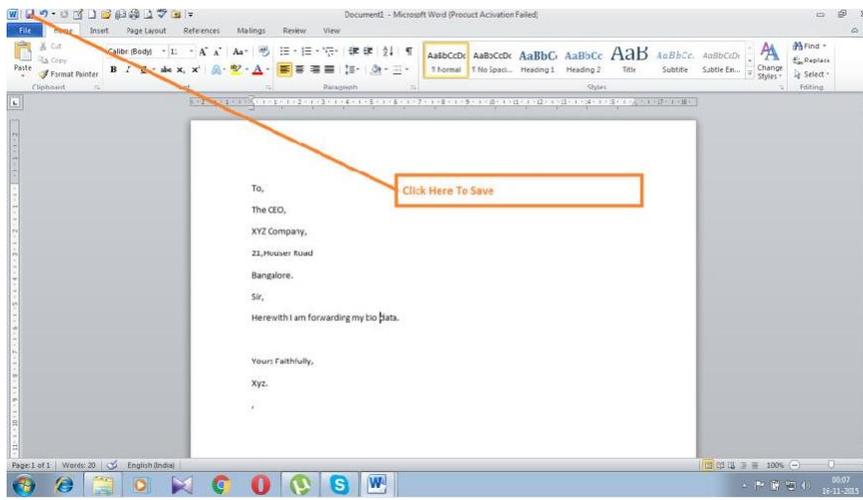


## Step-2



## Step-3

Click on the  button to save the document.



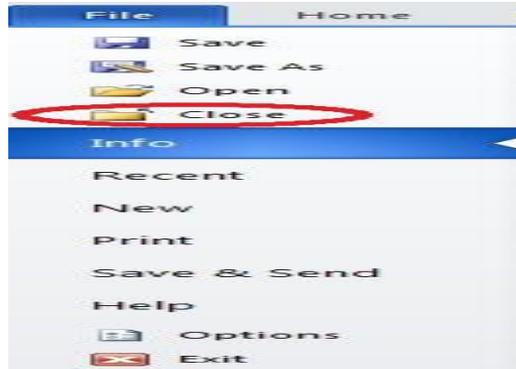
## Step-4

### Delete the content

To delete the content in the document place the mouse cursor in front of the text and press the del key .To delete from behind click the mouse behind the word and press the backspace key.

## **Step-5**

This step is used to close the current document



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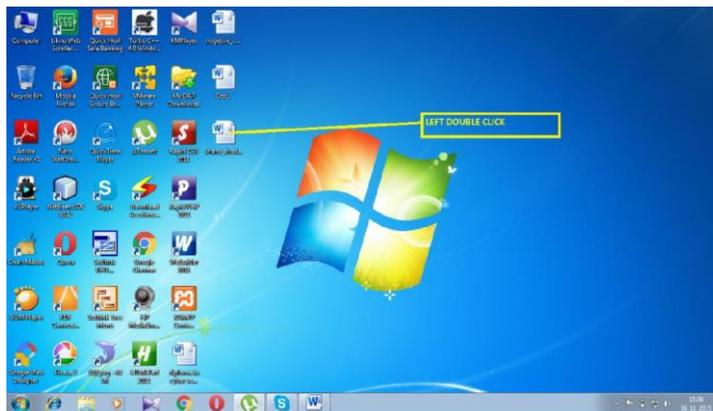
## **Opening a word document**

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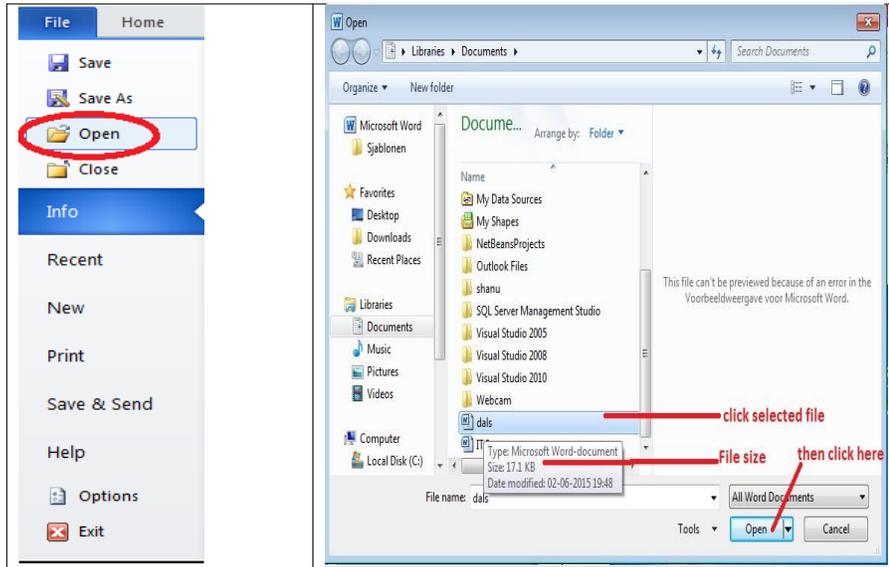
### **Opening an existing document**

Two Ways to open an existing document

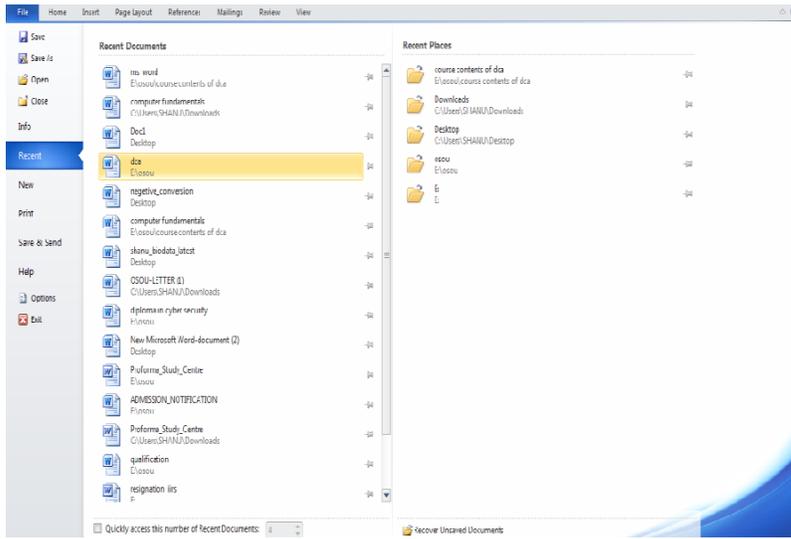
#### **One Way**



## Another Way



## Opening the recent word documents



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## Text alignment

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**Left Alignment:** - This option is used to align the text left.

### Step-1

Hello how are you

### Step-2

Click on the left align button



**Right Alignment:** - This option is used to align the text right.

### Step-1

Type on the text and click on right align

Hello how are you

### Step-2



## Center alignment

### Step-1

Type in a text and select it

Hello how are you

### Step-2



**Justifying the Text:** - select the text as shown below and click justify that is circled in red colour

Hello how are you



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## Formatting text

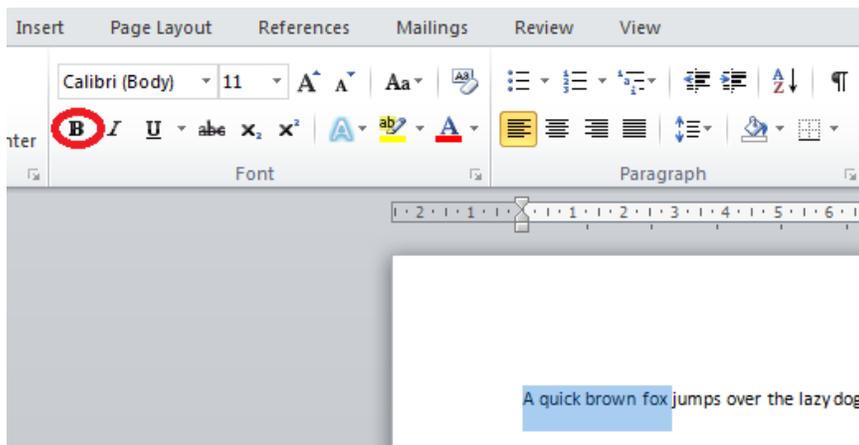
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### Making a text bold

1. Create a new document
2. In the document type your text.
3. Select the text by clicking the left mouse button and dragging on the text

A quick brown fox jumps over the lazy dog

4. Click on the desired buttons in the menu such as **B** for bold and the other menus as defined earlier.



5. See the Bold Text as Below

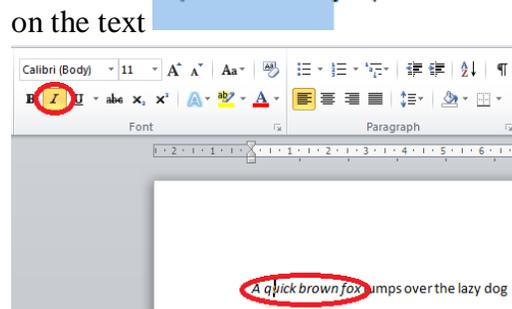
**A quick brown fox jumps over the lazy dog**

6. Click the save button to save changes.

### Making a text italicize

1. Create a new document
2. In the document type your text.
  - a. Select the text by clicking the left mouse button and dragging

A quick brown fox jumps over the lazy dog



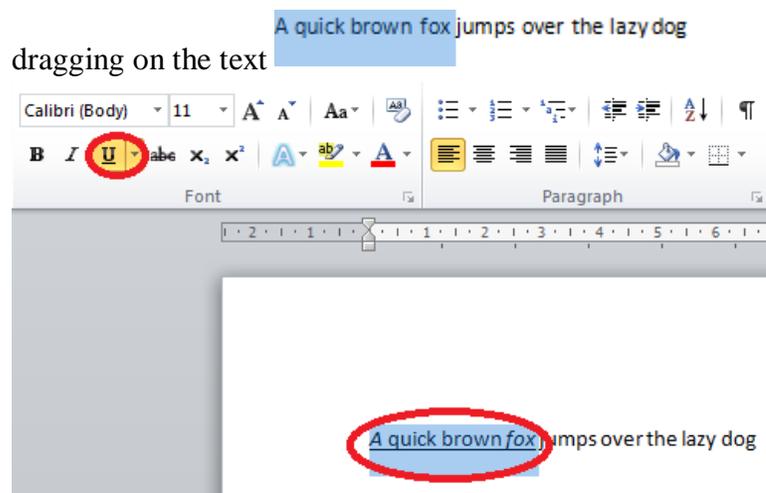
3. Click on the desired buttons in the menu such as **B** for bold and the other menus as defined earlier.

### Underline a text

1. Create a new document
2. In the document type your text.

Select the text by clicking the left mouse button and

dragging on the text



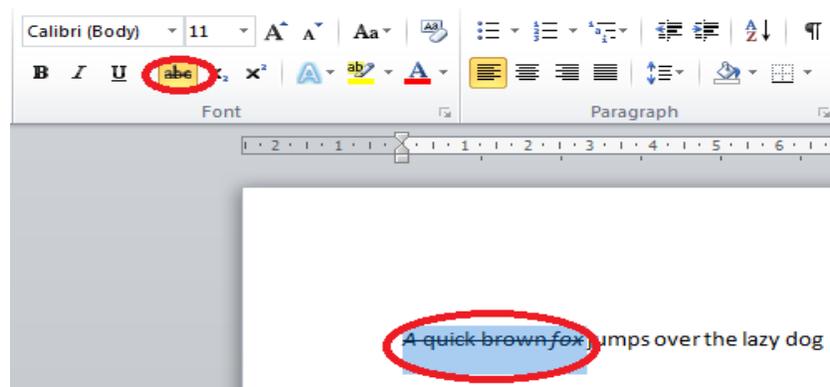
3. Save the document

### Strike a text

1. Create a new document
2. In the document type your text.

Select the text by clicking the left mouse button and dragging on the

A quick brown fox jumps over the lazy dog



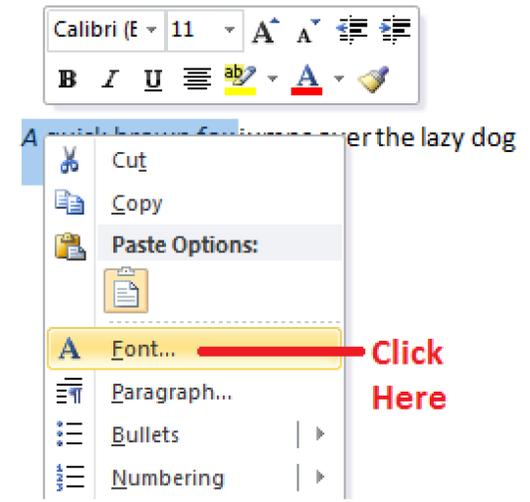
3. Save the document.

### **Double strike a text**

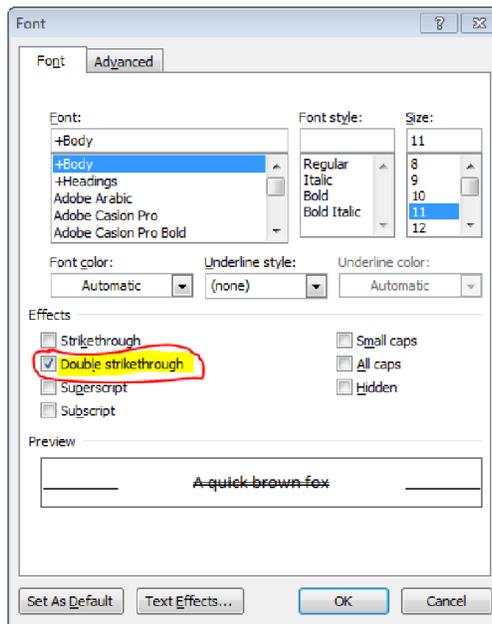
1. Create a new document
2. In the document type your text.

Select the text by clicking the left mouse button and dragging on the

A quick brown fox jumps over the lazy dog



A quick brown fox jumps over the lazy dog



~~A quick brown fox jumps over the lazy dog~~

3. Save the document

### **Subscript a text**

Make a text a subscript. To do this selects the subscript option as shown below.



Where it is used

H<sub>2</sub>O IS WATER.

I select the 2 and click on  which turns to

H<sub>2</sub>O IS WATER

### **Superscript a text**

This option is used to superscript the text as shown below

$$(A+B)^2 = A^2 + 2AB + B^2$$

It is identified by the symbol as shown below



### **Using text effects**

This option is used to change the text effect.

#### **Step-1**

Type the text as shown below

HELLO

#### **Step-2**

Select the word as shown below

HELLO

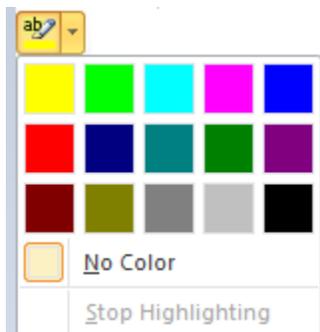


### **Step-3**

**HELLO**

#### **Highlighting the text**

This option is used to highlight the text. It is identified by the symbol as shown below.



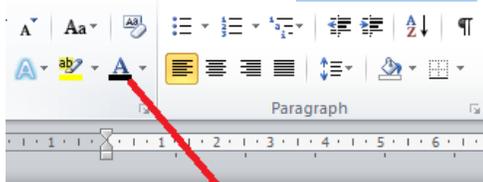
## Color the text in the document

How to colour the text in the document

1. Create a new document
2. In the document type your text.

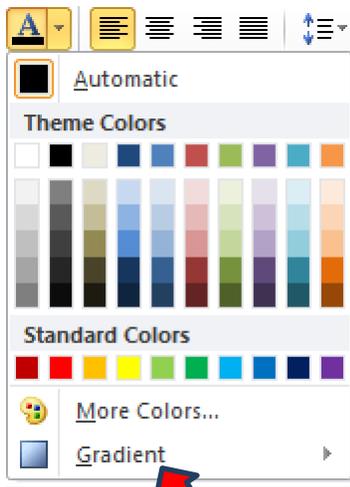
Select the text by clicking the left mouse button and dragging on the

A quick brown fox jumps over the lazy dog



Click Here

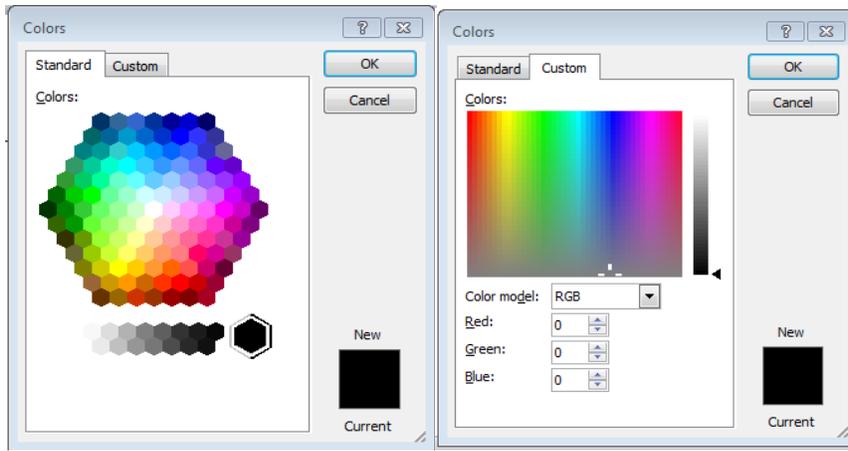
A quick brown fox jumps over the lazy dog



Select any of the colours

For More colours Select here

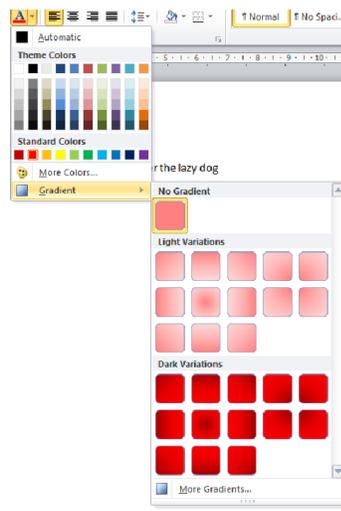
Click Here To change The Gradient



**Standard colors**

**Gradient colours**

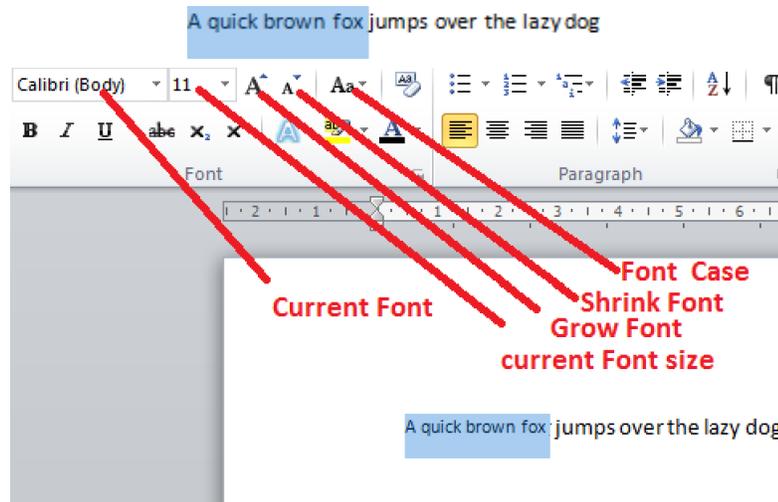
**1.8.11 Working with the gradient in the document**



**Working with the font and font sizes**

1. Create a new document
2. In the document type your text.

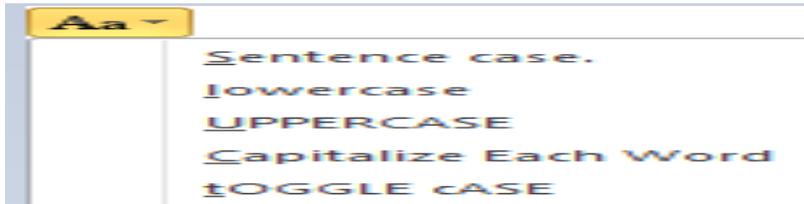
Select the text by clicking the left mouse button and dragging on the text



3. Change the font type, size and font case by clicking the above menus
4. Save the document.

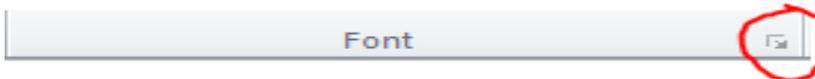
### Working with the case option

Change case option: - This option is used to change the case of the sentence.  
This is done by

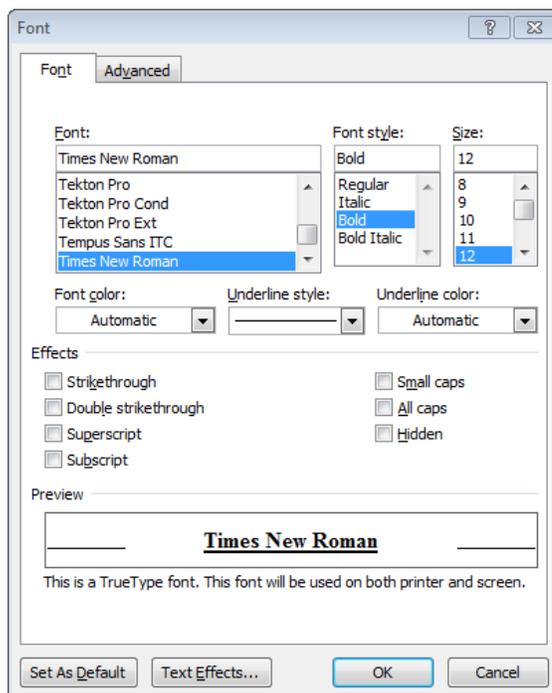


Sentence case	Hello how are you
Lower case	hello how are you
Upper case	HELLO HOW ARE YOU
Capitalize Each Word	Hello How Are You
Toggle Case	hELLO HOW ARE YOU

### Working with other text options Step-1



### Step-2



## Working with small caps options

**Small caps:** - This option converts the text to small letters

**Step-1:-** Let us **type** the text as shown below



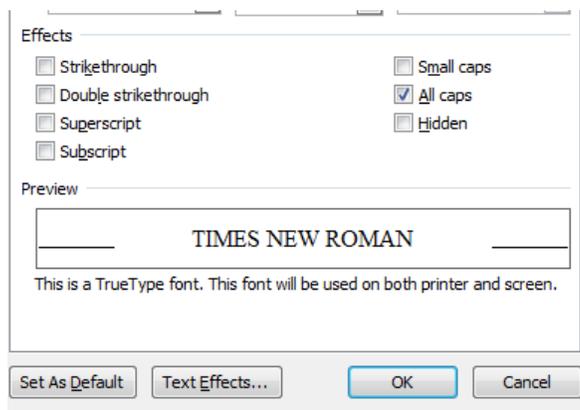
**Step-2**

Pressing on the OK button changes the text as shown below

FFFFFFFFFFFF

## Working with All caps options

**All Caps :-** This option is used to set the text to all caps as shown below



HELLO

## Working with Hidden options

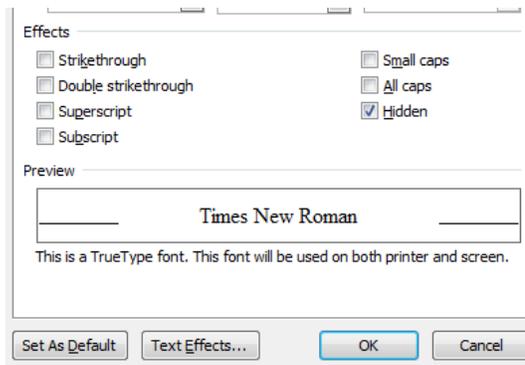
**Hidden:** - Clicking on this option hides the text as shown in step-2

**Step-1**

Type on the text and select it as shown below

Hello

## Step-2



Clicking on the hidden option hides the text after clicking on the OK button but clicking on the  symbol UN hides the word Hello

---

## Find, advance find and replace

---

### Step-1

Open the document

### Step-2

To edit the document the document can be manipulated in many ways.

**Find:** - It is used to find a word in a document. To find the word in a paragraph such as

I wanted to be a Doctor but I turned out to be a teacher By profession. It is the fate of life that life alone controls. You and you are in the control of life.

### Step-3

Select the word that you want to find

I wanted to be a Doctor but I turned out to be a teacher

By profession. Its the fate of life that life alone controls

You and you are in the control of life

and click on  Find ▾

I wanted to be a Doctor but I turned out to be a teacher

By profession. Its the fate of life that life alone controls

You and you are in the control of life

## Use of Advance find

When the document is very huge and you need to replace a word with another word or group of words then use Advance find and Replace

## Use of Go To

The Go to come under the Advanced Find and Replace to go to a particular page.

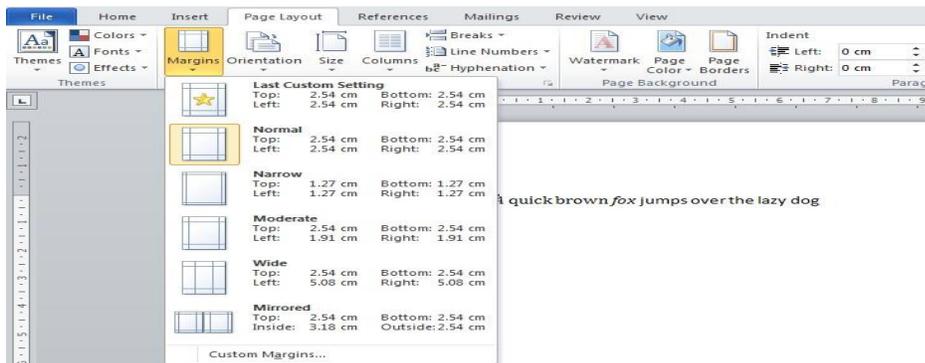
---

## Formatting page, margins, page size, portrait and landscape

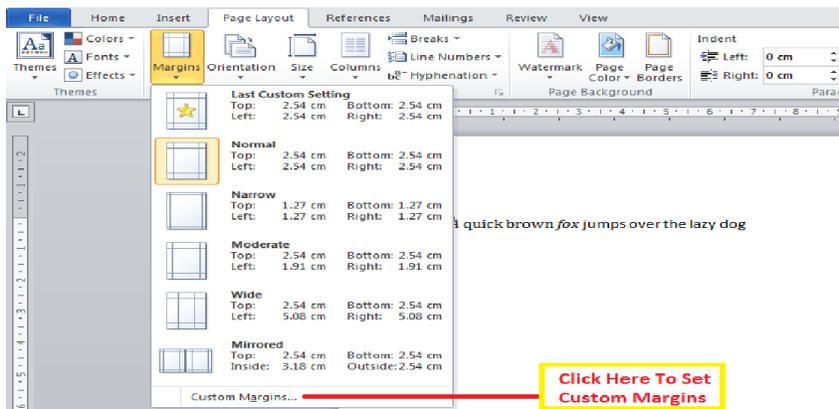
---

### Formatting page margins

This option is used to set the left, top, bottom, right margins according to the comfort of the author so that the printing comes in the same form.



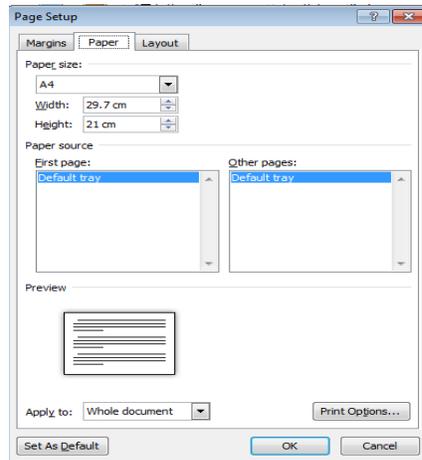
There is an option of custom margins to set the custom margins to set the custom margins



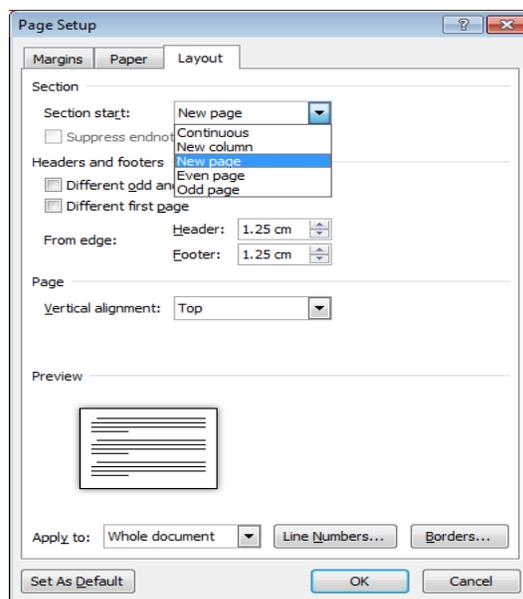
**Setting page orientation:** - Setting the page orientation to landscape or portrait.

**Setting the page size:** - Setting page size to letter, legal etc.

When more page size is clicked



**Layout:** - The layout option is used to set the layout of the print



---

## Let us sum up

---

In this unit we came to know what MS Word 2010 is and how to use it. We came to know

1. How to create a new document.
2. What are the tools used in MSWord 2010?
3. What is a ribbon and what are its components?
4. How to type a text, change the format and font and size.

5. How to set the margins, orientation and size of the page.
6. Find and replace the text in a word document.

---

### **Keywords**

---

Ribbon: - The ribbon is a user interface element created by Microsoft, which was introduced with Microsoft Office 2007. It is part of the "Microsoft Office Fluent" interface and combines the menu bar and toolbar into a single floating pane. By default, the ribbon is located at the top of the screen in Office applications, such as Access, Excel, PowerPoint, Word, and Outlook.

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### **References**

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1. [tutorialspoint.com](http://tutorialspoint.com)
2. [google.com](http://google.com)

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## Unit -2

### Working with picture, clip art, shapes, smart art, charts, equation, symbol, bullets

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#### Introduction

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In the earlier days before MS Word came into picture it was a difficult time for the normal desktop user to insert images, clip arts, charts into the document. But after MS Word came into picture the desktop user could insert images, clip arts, charts and design beautiful pages and books.

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#### Definition

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**Picture** :- A visual representation or image painted, drawn, photographed ,or otherwise rendered on a flat surface

**Clipart**: - Clip art is a collection of pictures or images that can be imported into a document or another program. The images may be either raster graphics or vector graphics.

**Shapes**: - A shape is the form of an object or its external boundary, outline, or external surface, as opposed to other properties such as color, texture, or material composition.

**Smart art**: - A Smart Art graphic is a visual representation of your information that you can quickly and easily create, choosing from among many different layouts, to effectively communicate your message or ideas.

**Charts**: - A graphical representation of data, in which the data is represented by symbols.

**Equation**: - A written statement indicates the equality of two expressions.

**Symbol**: - A mark or character used as a conventional representation of an object

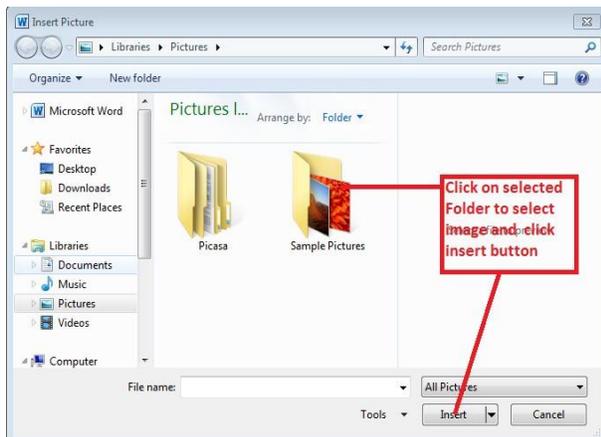
**Bulleted List**: - A bulleted list or bullet list is a list of items preceded with bullets instead of numbers or other objects.

---

## Inserting a picture

---

To insert a picture click on Insert in the toolbar and then click on the picture



---

## Inserting a clip art

---

To insert a clip art click on insert and then click on clip art



---

## Inserting shapes

---



### **Step-1:-**

To insert shapes click on insert tab and then shapes tab and you come across this menu



**Step-2:-** Design whatever you want as shown below and save.



---

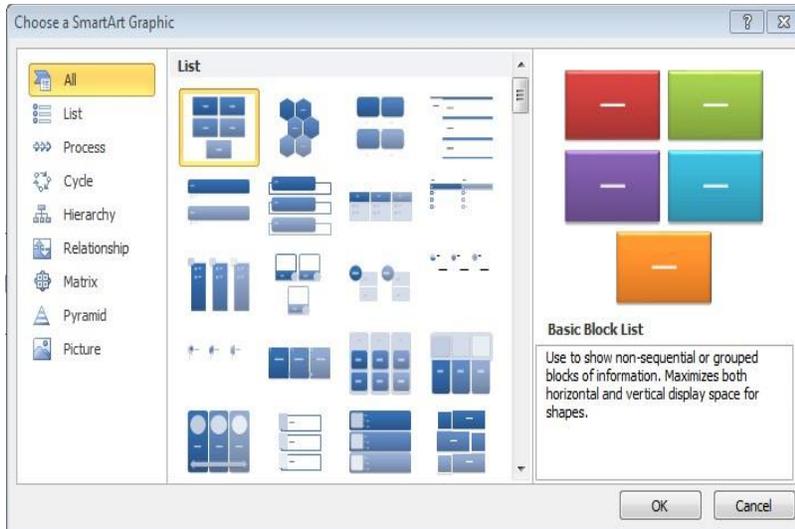
## Inserting smart art

---



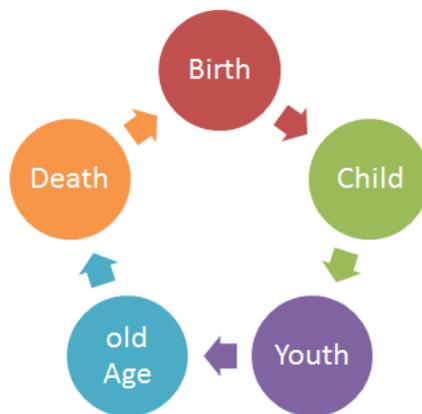
### **STEP-1**

Click on insert and then the Smart Art button



## Step-2

Select any of the arts on the list to prepare a smart art and create this as below



---

## Inserting charts

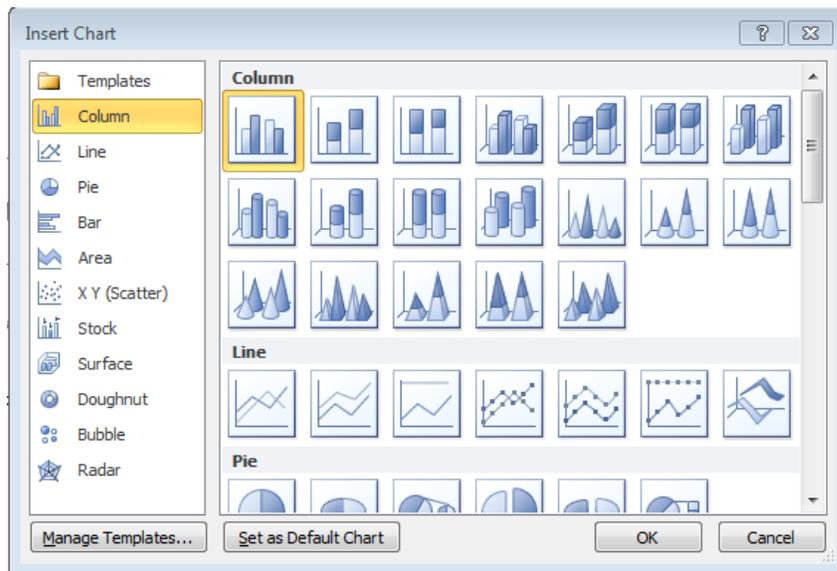
---

This option is used to insert charts into MS Word document

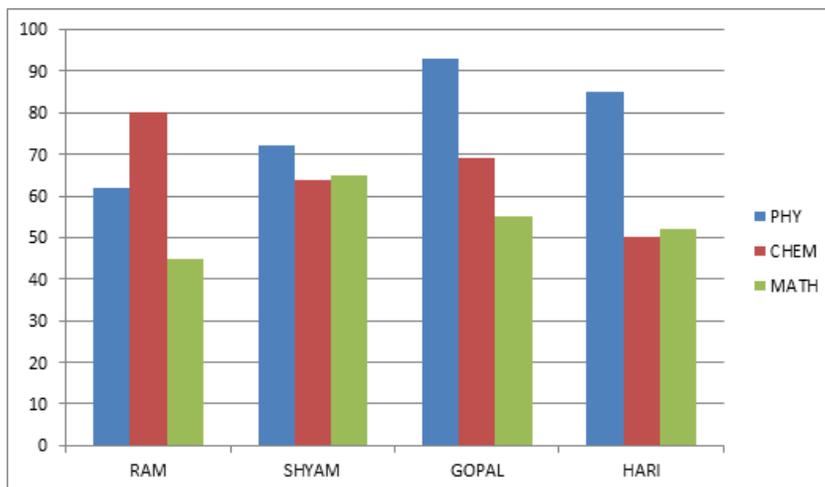
**Step-1:- Click** on Insert tab and then click on insert chart



**Step-2:-** Select any of the charts as defined below



**Step-3:-** Prepare the chart as shown below



---

## Inserting Equation

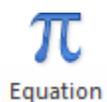
---

The Equation can be inserted by the following steps

### Step-1

Go To Insert

Click on Equation



## Step-2



Generate the equation  $x/y$

## Step-3

Save as new equation

---

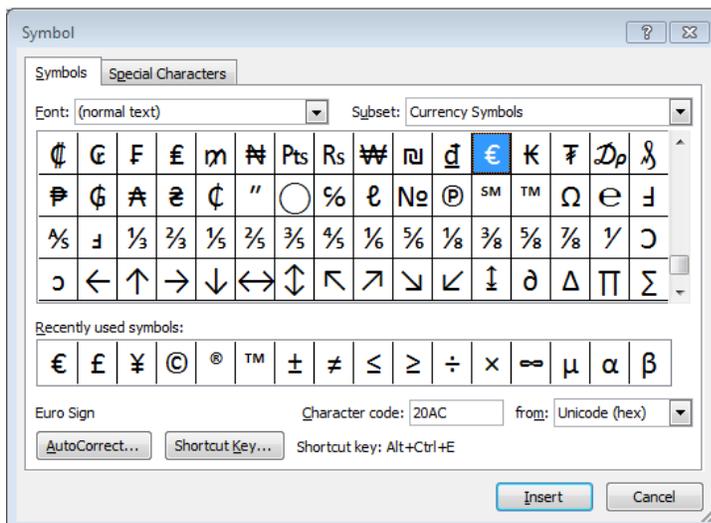
## Inserting Symbol

---

**Step-1:-** Select insert and symbol as defined below



## Step-2



## Step-3

$\frac{1}{2}\% \nabla < \times$

## Step-4

### Save the document

---

### Using Bullets

---

Bullets are used to define a list of items that you are going to specify.

#### Lists are of 3 types

1. Bullets
2. Numbered
3. Multilevel List

#### **Bulleted List**

To Create a Bulleted List

**Step -1:-** Type the lists as defined below

I am going to the market to purchase things. They are

Vegetables

Non Veg

Stationary

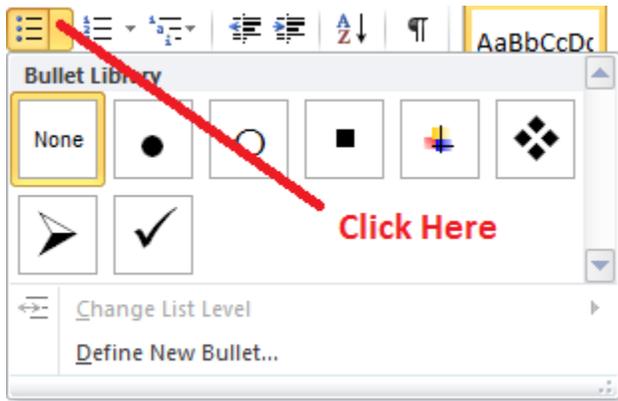
**Step-2:-** Left click and drag the mouse left and then down to get the effect as below

Vegetables

Non Veg

Stationary

**Step-3:-** Having done so select any of the bullets to create a bulleted list



Vegetables

Non Veg

Stationary

**Step-4 :-** You get a bulleted list as below

- Vegetables
- Non Veg
- Stationary

#### **esting List under a list**

- Vegetables
  - Potatoes
  - Onions
  - Mushrooms
  - Spinach
- Non Veg
  - Mutton
  - Chicken
  - egg
- Stationary
  - Dot pen
  - Pencil
  - Eraser
  - Stapler pins

**Step-1 Type items as below**

Vegetables

Potatoes

Onions

Mushrooms

Spinach

Non Veg

Mutton

Chicken

egg

Stationary

Dot pen

Pencil

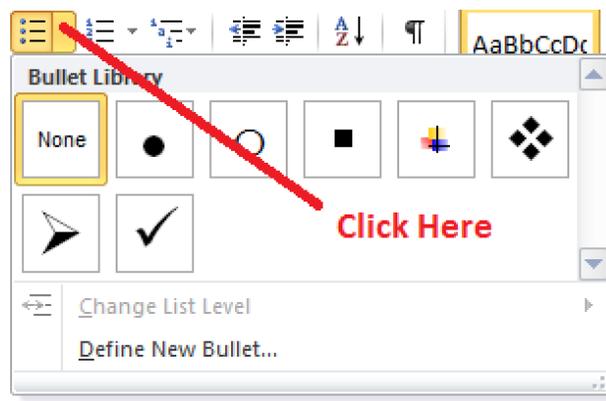
Eraser

Stapler pins

**Step-2:-** Select the items

- Vegetables
- Potatoes
- Onions
- Mushrooms
- Spinach
- Non Veg
- Mutton
- Chicken
- egg
- Stationary
- Dot pen
- Pencil
- Eraser
- Stapler pins

**Step-3**



**Step-4:-** Get The Bulleted list as below

- Vegetables
- Potatoes
- Onions
- Mushrooms
- Spinach
- Non Veg
- Mutton
- Chicken
- egg
- Stationary
- Dot pen
- Pencil
- Eraser
- Stapler pins

**Step-5:-**Select those items that are to be sub listed under a list as defined below

- Vegetables
- Potatoes
- Onions
- Mushrooms
- Spinach
- Non Veg
- Mutton
- Chicken
- egg
- Stationary
- Dot pen
- Pencil
- Eraser
- Stapler pins

**Step-6:-** Click on the TAB button as shown below



And get the nested bullets as below

- Vegetables
  - Potatoes
  - Onions
  - Mushrooms
  - Spinach
- Non Veg
  - Mutton
  - Chicken
  - egg
- Stationary
  - Dot pen
  - Pencil
  - Eraser
  - Stapler pins

Try the same for numbered and multilevel lists.

---

## Unit -3

### Tables

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#### Introduction

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In this unit we shall learn what is a table, how to create a table, how to manipulate a table which involves adding new rows and columns, deleting rows and columns, changing the colour of the cell, column, row and table, sorting a table

---

#### Definition

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A table is a grid of rows and columns that intersect to form cells. The lines that mark the cell boundaries are called gridlines. It's often easier to read or present information in table format than in paragraph format.

#### Example of table storing Student information

Class Name	Section	Roll No	Student Name	Gender	Date Of Birth
1	A	1	Rohar	M	10/10/2011
1	A	2	Suresh	M	05/04/2011
1	A	3	Pallavi	F	06/11/2011
1	A	4	Madhavi	F	02/02/2011
1	A	5	Alok	M	03/04/2011
1	A	6	Sirish	M	07/08/2011
1	A	7	Archana	F	09/07/2011

**Row:** - A row is a series of data banks laid out in a horizontal fashion in a table.

The one highlighted in green is a row

**Column:** - A column is a series of data banks laid out in a vertical fashion in a table.

The one highlighted in light blue is a column.

The above table is comprised of **8 rows** and **6 columns**

---

#### Table creation

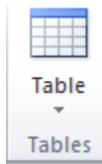
---

##### Step-1

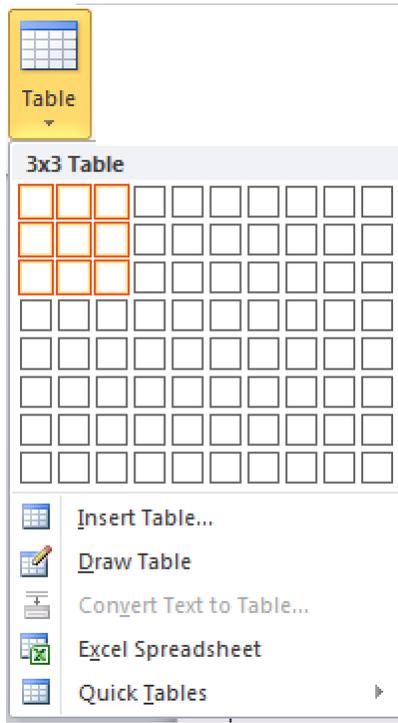
Click on the Insert Tab

## Step-2

Click on table option as shown below



## Step-3



## Step-4

Draw the table and enter the values as shown below.

<b>Class Name</b>	<b>Section</b>	<b>Roll No</b>	<b>Student Name</b>	<b>Gender</b>	<b>Date Of Birth</b>
1	A	1	Rohan	M	10/10/2011
1	A	2	Suresh	M	05/04/2011
1	A	3	Pallavi	F	06/11/2011
1	A	4	Madhavi	F	02/02/2011
1	A	5	Alok	M	03/04/2011
1	A	6	Sirish	M	07/08/2011
1	A	7	Archana	F	09/07/2011

---

## Table manipulation

---

This involves

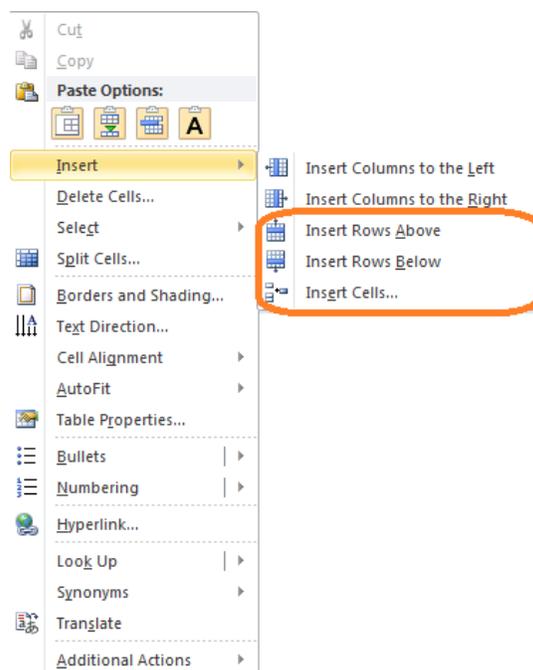
1. Adding new rows to the table
2. Deleing rows and columns of the table
3. Adding new columns to the table
4. Adding Styles To the table
  - a. Changing the cell colour
  - b. Changing the row colour
  - c. Changing the table colour

### Adding rows to a table

**Step-1:-** Let us consider the table as defined below


### **Step-2**

Select the row where you want to insert a row and right click

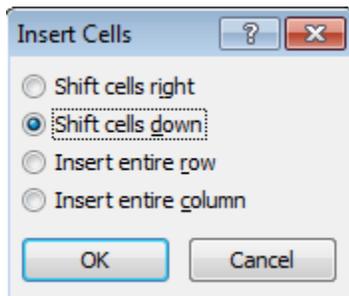


### Step-3

The above option is used to insert rows above or below

### Step-4

Insert Cells would insert cells as shown below

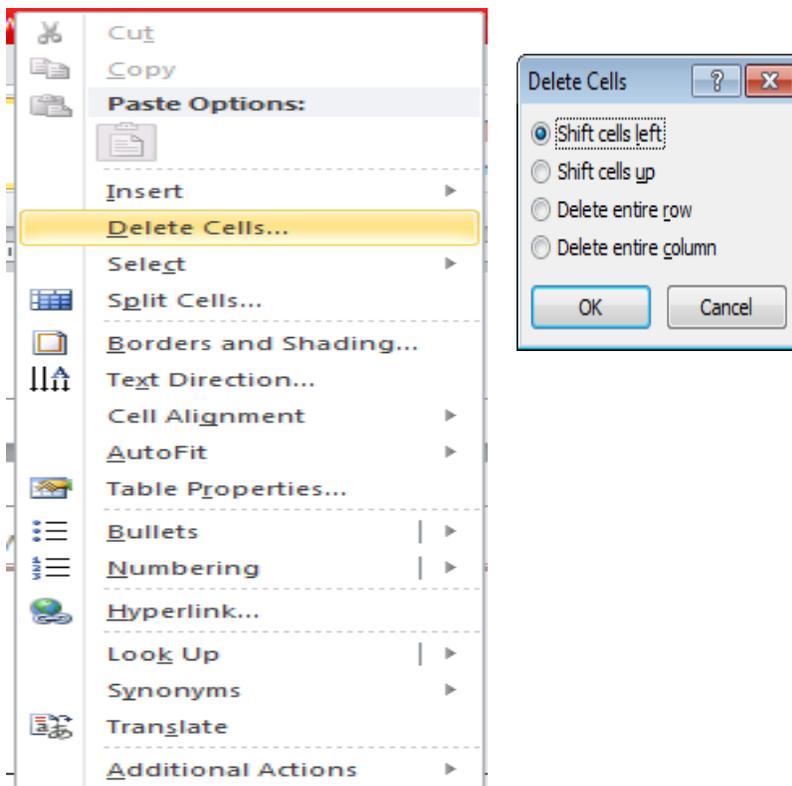


### Deleting the rows and columns of a table Step-1

Let us take a table and right click on any of the cells



**Step-2** :- You get the option to delete cells.

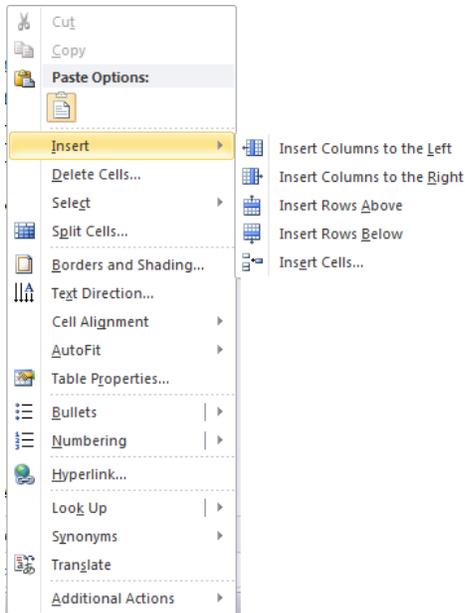


**Step-3:-** Select Delete entire row to delete the entire row and delete the entire column deletes the entire column.

### **Adding new columns to a table**

**Step-1:-** Consider this table


**Step-2:-** Right click on the table and click insert tab



### **Sorting of a table**

A table that is created is most of the times unsorted which is very difficult for the end user to find the name of a person if the table is not sorted according to name. Sorting a table increases the speed of searching a person's name that is searching for a name.

Let us consider the example of a table comprising of student's marks who gave +2 examinations.

Roll No	Name	Tot Marks	Pass Marks	Marks Secured	Pass/Fail
1	Rohit	1000	500	523	P
2	Payal	1000	500	470	F
3	Arun	1000	500	589	P
4	Shayam	1000	500	412	F
5	Goyal	1000	500	254	F
6	Krupa	1000	500	158	F
7	Aarati	1000	500	700	P

The sorted Table comprising of names in ascending order.

Roll No	Name	Tot Marks	Pass Marks	Marks Secured	Pass/Fail
7	Aarati	1000	500	700	P
3	Arun	1000	500	589	P
5	Goyal	1000	500	254	F
6	Krupa	1000	500	158	F
2	Payal	1000	500	470	F
1	Rohit	1000	500	523	P
4	Shayam	1000	500	412	F

### Steps to sort a table

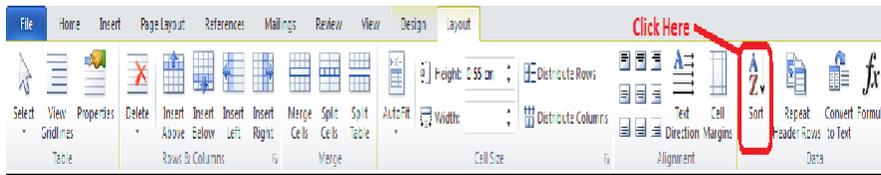
**Step-1:-** Take the unsorted table

Roll No	Name	Tot Marks	Pass Marks	Marks Secured	Pass/Fail
1	Rohit	1000	500	523	P
2	Payal	1000	500	470	F
3	Arun	1000	500	589	P
4	Shayam	1000	500	412	F
5	Goyal	1000	500	254	F
6	Krupa	1000	500	158	F
7	Aarati	1000	500	700	P

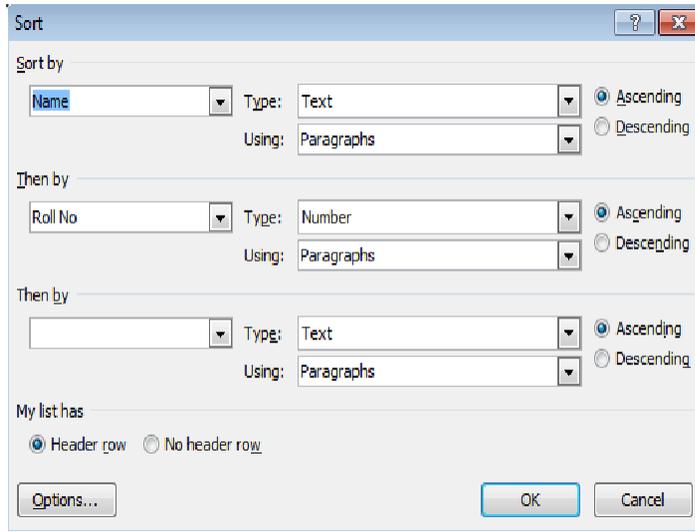
**Step-2:-** select the entire table

Roll No	Name	Tot Marks	Pass Marks	Marks Secured	Pass/Fail
1	Rohit	1000	500	523	P
2	Payal	1000	500	470	F
3	Arun	1000	500	589	P
4	Shayam	1000	500	412	F
5	Goyal	1000	500	254	F
6	Krupa	1000	500	158	F
7	Aarati	1000	500	700	P

### Step-3



### Step-4



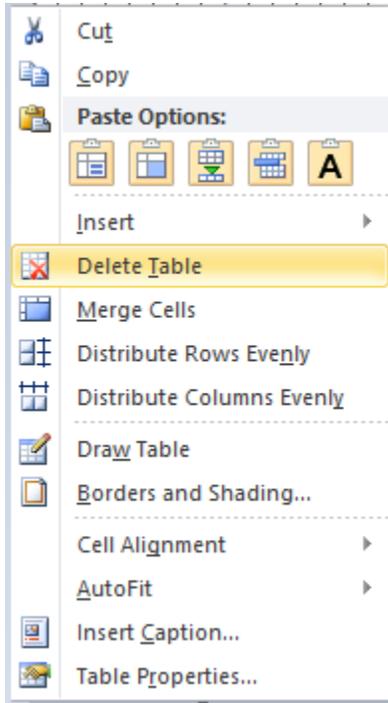
### Step-5:- The table is sorted

Roll No	Name	Tot Marks	Pass Marks	Marks Secured	Pass/Fail
7	Aarati	1000	500	700	P
3	Arun	1000	500	589	P
5	Goyal	1000	500	254	F
6	Krupa	1000	500	158	F
2	Payal	1000	500	470	F
1	Rohit	1000	500	523	P
4	Shayam	1000	500	412	F

### Delete Table

This option is used to delete a table. To delete a table

### Step-1:- Right click on the table

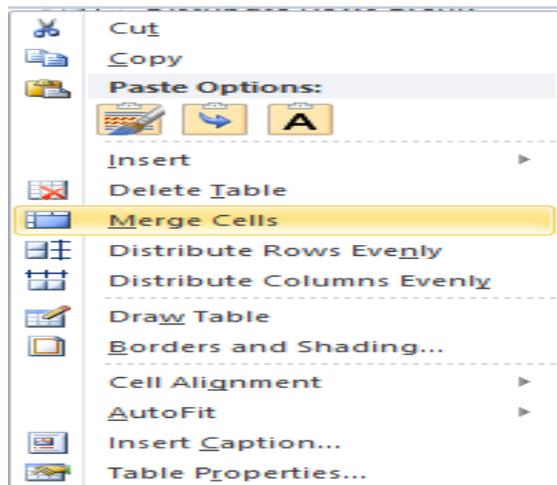
**Step-2**

Click on the delete table to delete a table

**Merge cells of a table Step-1:-**

Right click on the table


**Step-2:-** Click on the merge cells option to merge cells



### Step-3


### **Distribute rows evenly in a table**

---

This option is used to distribute rows evenly in a table.

### Step-1

Let us consider the table as shown below


### Step-2

Let us pull the rows down to make disproportionate rows


### Step-3

Now to distribute the rows evenly select the table as shown above right clicks and select distribute rows evenly.

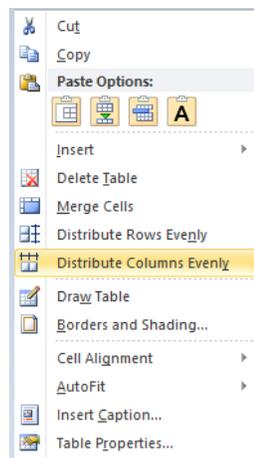

### **Distribute columns evenly in a table**

This option is used when we want to distribute the columns evenly in a table

### Step-1

This option is used when we want to distribute the columns evenly for a table comprising of disproportionate columns

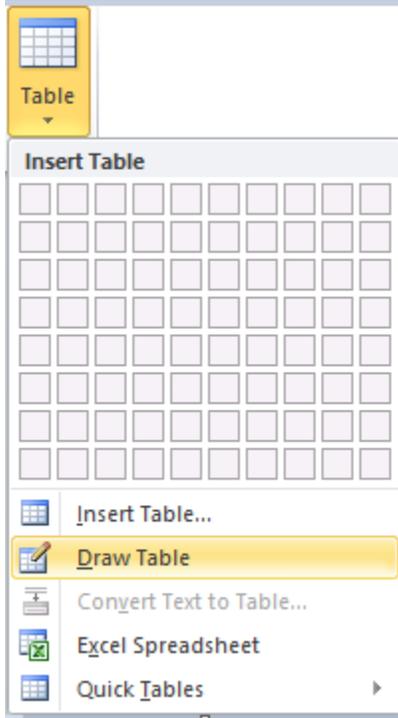

### Step-2




### Draw table

#### Step-1

This option is used to draw a table manually.



## Step-2

Now draw a table freely


### **Working with borders and shading**

This option is used to change the borders and shading of the table.

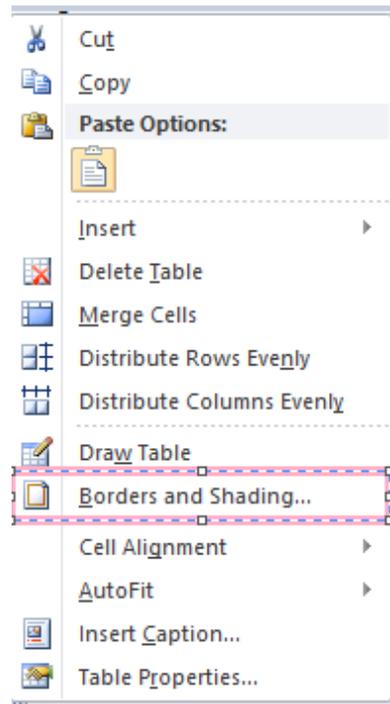
**Step-1:-** Let us **consider** the table as shown below

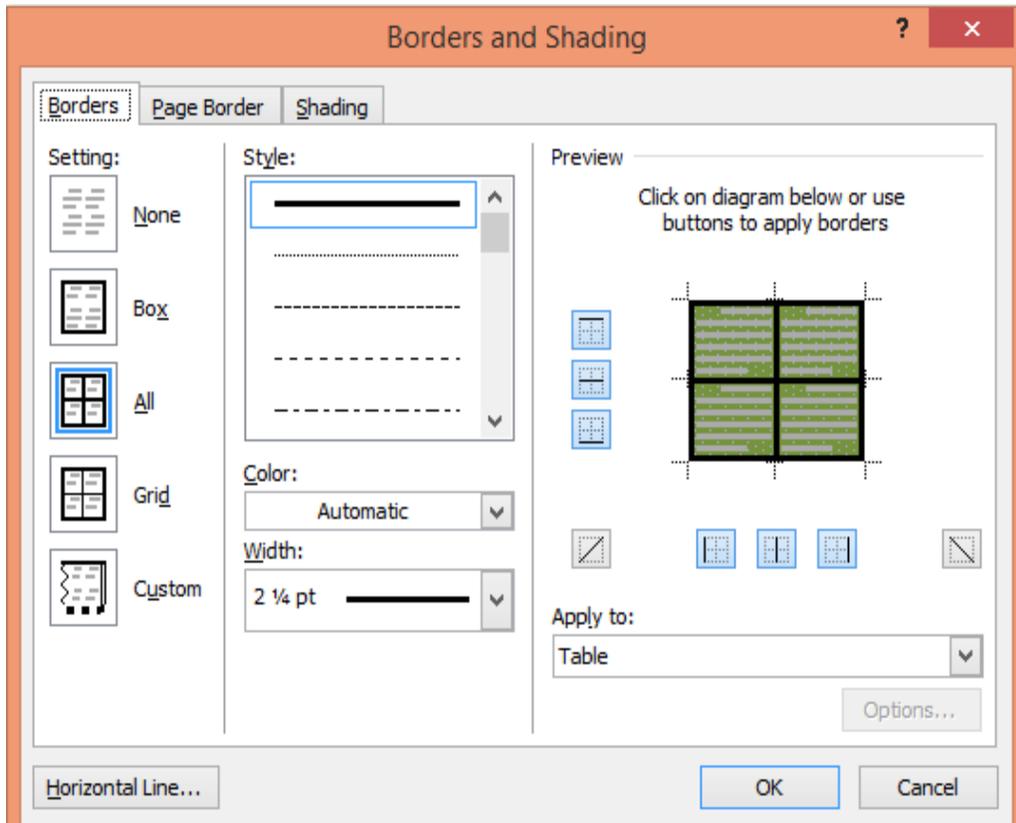

**Step-2:-** Select the **table** and right click

--	--	--	--	--

--	--	--	--	--

**Step-3:- Clicking** on the borders and shading changes the border and shading of the table



#### Step-4


#### **Split table**

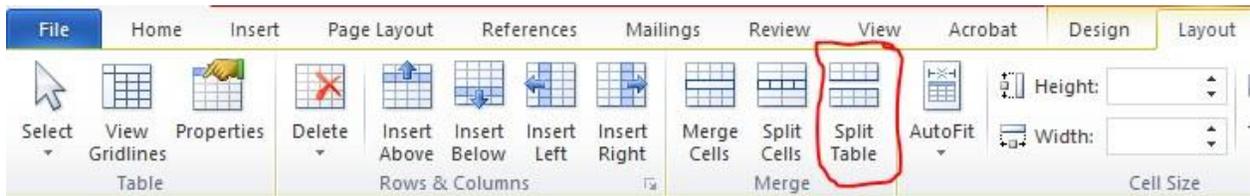
The option used to split a table is **split table**.

## Step-1

Let us consider the table as shown below


## Step-2

Selecting the table and clicking on the layout tab and clicking on the split table

--	--	--	--	--

--	--	--	--	--

## Cell alignment

This option is used to align the text in the cell.

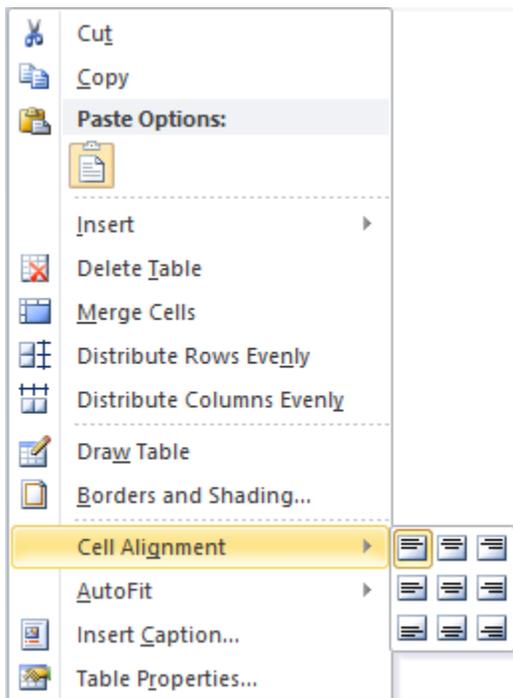
### Step-1

Select the entire table

Hello	How
Are	You
and	How is your child

### Step-2

Upon right clicking the cell alignment shows 9 options as how text is aligned



## AutoFit

The auto fit option is used to fit a table into a word document if its width has increased the page size as shown in step-1

### Step-1


## Step-2

Now to auto fit the table on the page select the table and right click to auto fit and select auto fit to window.

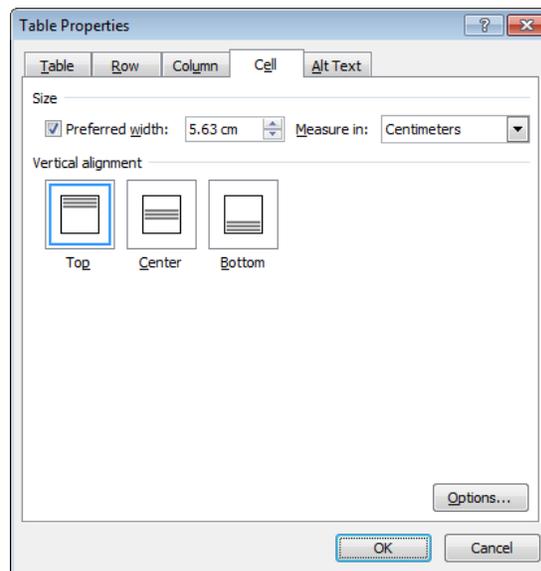

### **Insert captions**

This option is used to insert a caption to a table

My table


### **Table properties**

This option is used to change the table properties as shown below.



It is comprised of the following options as shown below. These are

1. Table: - This option is used to set the table preferred width, alignment, wrapping, borders and shading, default cell margins.
2. Row: - This option is used to set the row height, allow page break across pages, repeat as header row in each of the pages.
3. Column:-This option is used to set the column width.
4. Cell: - This option is used to set a preferred width.
5. All text: - This option is used to set the title and description.

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**Let us sum up**

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In this unit we have learn the table is comprised of rows and columns. The intersection between the row and the column is a cell. We have learnt that rows can be added and removed from a table at any point of time. A table that is created can be formatted according the requirement of the user. The cells of the table can be merged to form a single cell. Features such as equidistant rows and equidistant columns save a lot of trouble in formatting the table. Borders and shading improve the effects of the table. Auto fit option of the table enables the table to auto fit onto the page. Tables can be drawn manually with a feature called draw table. Feature like cell alignment help to set the values in the cell. Tables prepared can be sorted as per the requirement of the user which helps finding the rows and its subsequent columns within a short span of time.

## Unit -4

### Working with headers, footers and other controls

#### Introduction

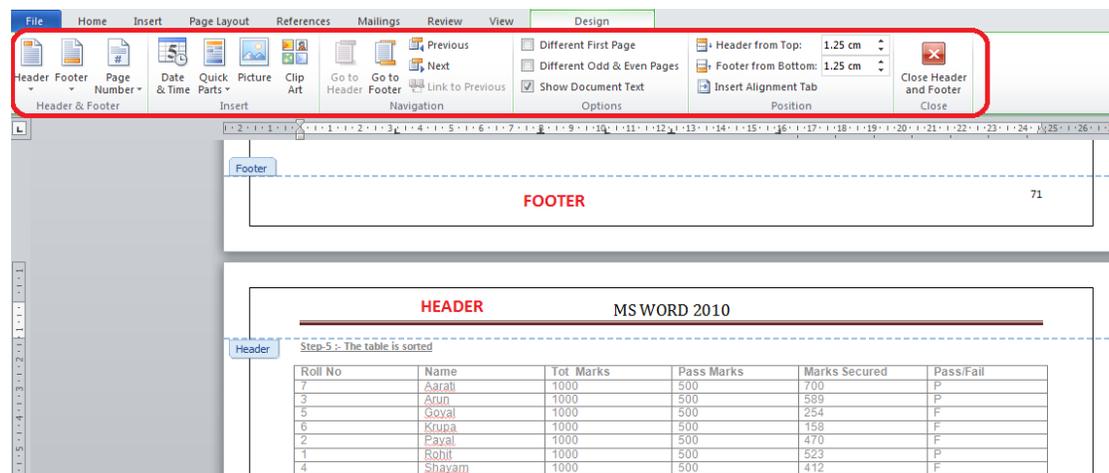
Earlier inserting a header, footer, page numbers, character width, line spacing was confined to press and type machines. Typing more than one language in the same type machine was not possible. People had to memorize the earlier page before typing the current page. After MS Word came into market it was easy for the desktop and the laptop user to set the header and footer, page numbers and typing more than one language was possible. Page numbers once set used to auto increment and set at the bottom or top of the page. Same in the case of header and footer. Header and footer once set used to implemented in all pages. The feature of styling the header and footer styles the header and footer as per the needs of the user.

#### Definition

1. Header :- Header is a section of the document that appears in the top margin. Header generally contain information such as the page number and document name.
2. Footer :- Footer is a section of the document that appears in the bottom margin. Footer generally contain information such as the page number, date and document name.
3. Page Number :- The page number is used to set the page numbers which is laborious for a user to write for each page.

#### Working with headers, footers and page numbers

**Step-1** Click on the top of the page and you come across the header and footer as shown below.



The screenshot shows the Microsoft Word 2010 interface. The ribbon is at the top, and the document content is visible below. The footer area contains the text "FOOTER" and the page number "71". The header area contains the text "MS WORD 2010" and a table with student data.

Roll No	Name	Tot Marks	Pass Marks	Marks Secured	Pass/Fail
7	Aarati	1000	500	700	P
3	Arun	1000	500	589	P
5	Goyal	1000	500	254	F
8	Krupa	1000	500	158	F
2	Pavai	1000	500	470	F
1	Rohit	1000	500	523	P
4	Shayam	1000	500	412	F

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## Changing character width and line spacing

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### How to do character spacing

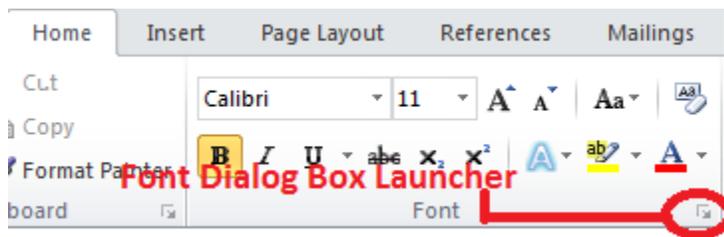
**Step-1 :-** Type in a word

September

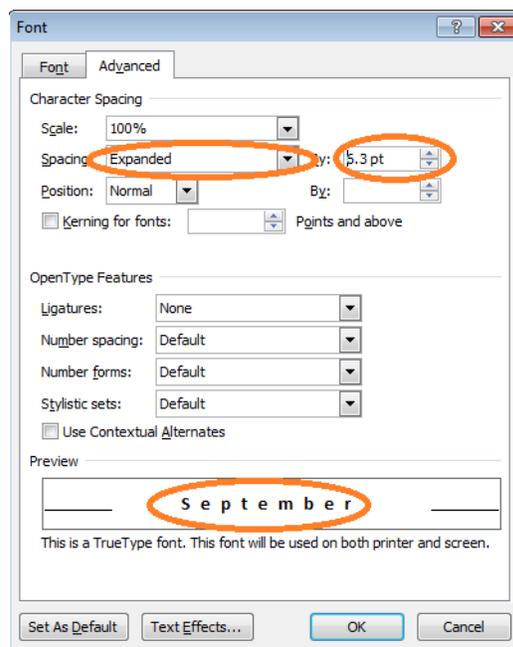
**Step-2 :-** select the word as shown below

September

**Step-3 :-** select the font dialog box under the home tab as shown below



**Step-4**



## Step-5

S e p t e m b e r

### How to do the line spacing

#### Step-1 :- Consider the following paragraph

Hello how are you and how is your health.

It's a long time we had met and discussed over a cup

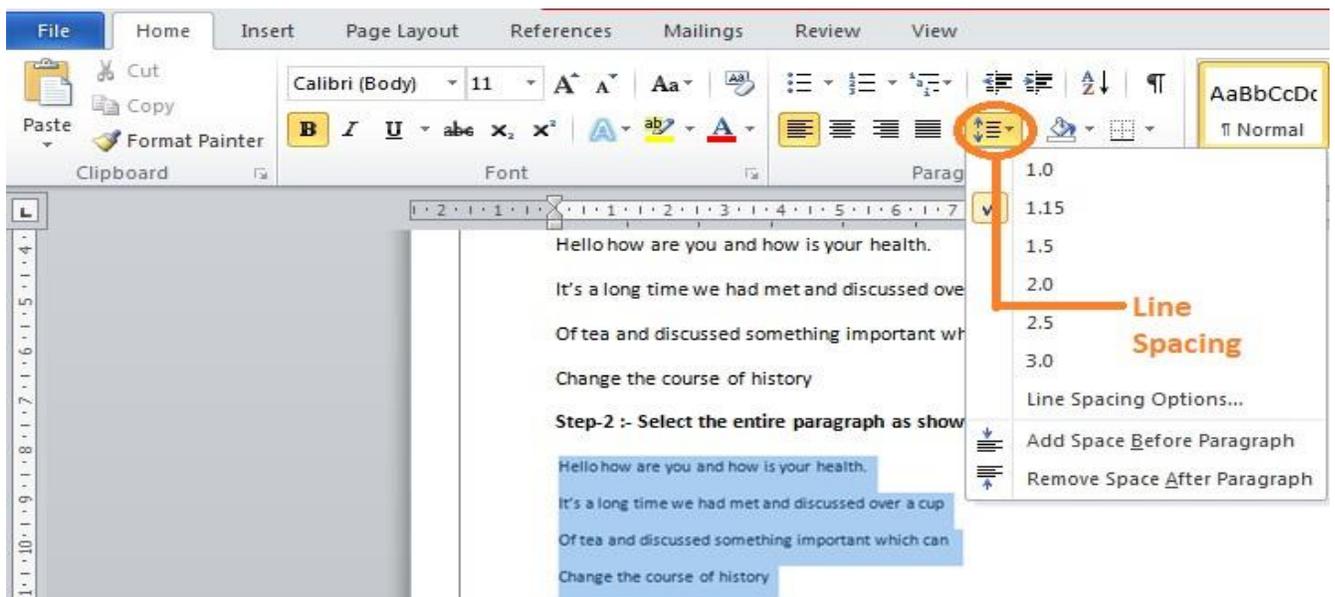
Of tea and discussed something important which can

Change the course of history

#### Step-2 :- Select the entire paragraph as shown below

Hello how are you and how is your health.  
It's a long time we had met and discussed over a cup  
Of tea and discussed something important which can  
Change the course of history

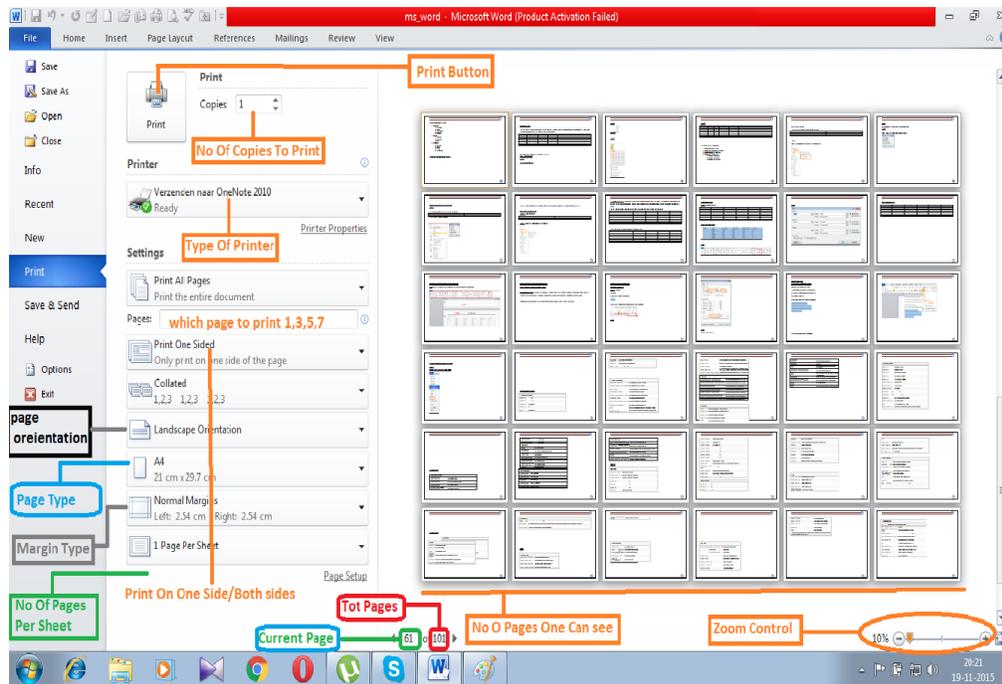
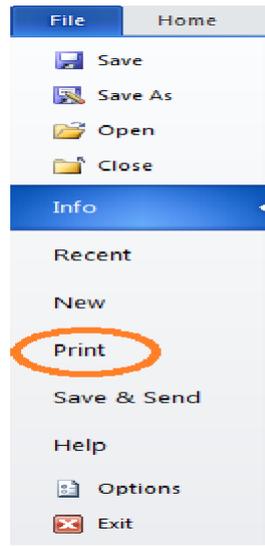
#### Step-3 :- click on Line Spacing as shown below



# Print a document

## Step-1

Click on file -> Click Print as shown below



## Let us discuss the following parts

- **Print :-** The Print button is used to print the document
- **Copies :-** This defines the number of copies that one wants to print .by default it is said to 1 which means that it it will print one copy.
- **Type Of Printer :-**At times more than one printer may be connected to the system and therefore its mandatory to select which type of printer that the user is going to redirect his document.
- **Print all pages :-** This option is the default option which prints all pages. Rather than printing all pages.
- **Print custom range:-**
  1. **1-20 :-** it prints pages from 1-20
  2. **10- :-** it prints all pages starting from the 10<sup>th</sup> page
  3. **1,3,5,7:-** It prints pages defined
  4. **-10 :-**Prints all pages from 1 to 10
- **Print One side :-** This Option is used to print the document on a single side of paper /both sides of the paper manually.
- **Collated :-** this option is used when more than 1 copy of document is printed. It means whether to print 1,1,1; 2,2,2,3,3,3  
Or 1,2,3,1,23,1,23 if 3 copies of of the single document sis given for printing.
- **Page orientation :-** This means whether the printing will be in Landscape /Portrait
- **Page Type :-** This means whether the page is a A4/A3 etc.
- **Margin Type :-** What type of margin is the document going to take.
- **Pages per sheet :-** This means how many pages per sheet can be printed.
- **Zoom control :-** It controls the magnification as to see how many pages can be seen at one shot.

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## **Copy and moving text between two different documents**

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Step-1

Let us consider the text

Hello how are you

Step-2

Select the document as below

Hello how are you

### Step-3

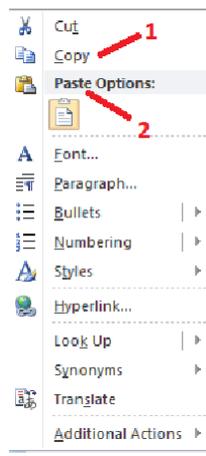
Select copy to copy a text and select cut to move a text from one place to the other in the option

### Step-4

Create A new document

### Step -5

Click on Paste Special



### Step-6

Click on Paste options

**Keep Source Formatting :-** Keep the destination formatting as the source formatting

**Merge Formatting :-** Merge formatting" means that only formatting data will be pasted and not the actual text. For example, let's say you have text that says, "Word1" and another that says "Word2." "Word1" is in Arial font with no bold or underline. "Word2" is in Times New Roman bold and underlines. Now, do a copy operation on "Word2." Merge formatting the copied "Word2" to "Word1" will impart the bold and underline attributes only resulting in "Word1" being in Arial font with bold and underline.

**Keep text only :-** This option discards all formatting and non-text elements such as pictures or tables. The text takes on the style characteristics of the paragraph where it is pasted and takes on any direct formatting or character style properties of text that immediately precedes the cursor when the text is pasted. Graphical elements are discarded, and tables are converted to a series of paragraphs.

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**Typing more than one language in the same text**

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- Download the fonts that you wish to use in MS word. For ex: Hindi, Marathi, Bengali, Punjabi, Tamil, Malayalam etc. It should have .tff extension. Ex: hindi\_font.
  - Save this font anywhere in your system and then copy it to fonts directory. You can reach to Fonts directory in 2 ways
1. Open C:/Windows/Fonts (will work in Any Windows O.S. like XP, Vista, Win7 etc)
  2. Got to Control panel there you will see Fonts Directory in Windows XP and Control Panel\Appearance and Personalization\Fonts for Windows Vista users
    - Open that Fonts Directory and just paste the fonts. You are done!
- now open MS word and you will see that font name or font style in your Font field

Let us sum up

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- 1) In this unit we have learnt about header, footer and page numbers. We also learnt about changing character widths and line spacing, printing a word document and print preview a document, copy and moving text between two documents.

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**References**

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1. tutorialspoint.com
  2. google.com
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