

APPLIED COMPUTER SCIENCE I (ICT 2) week2

SEMESTER: 3 ALL SPECIALTIES

LEVEL: 300

PLAN OF THE DAY

MICROSOFT WORD

- **PRESENTATION OF THE INTERFACE**
- **HOME TAB**
- **INSERTION TAB**

WORD PROCESSING SOFTWARE INTRODUCTION

Word processing software is used for the creation of text-based documents. The word processing software provides tools for composing, editing, formatting, and printing of documents. In addition to text, documents can also contain images, pictures, graphics elements, sound clips and animations. The document can be a poster, report, letter, brochure, web page, newsletter, or, long document consisting of an index and links to various chapters. Gives the desired output.

EXAMPLES OF WORD PROCESSING SOFTWARE

Examples of some more word processing software are-AppleWorks Word Processing for Windows and Mac, Applix Word for Linux, Microsoft Write for Mac, Notepad for Windows, and Star Office Writer. Some examples of online word processors are Google Docs, PDS Text (a free online Unicode text editor for Indian Languages), Sun Open Office, and Zoho Writer

MS-WORD

MS-Word is a word processing software used in the Windows environment. It is one of the most popular word-processing software these days. MS-Word is a part of a bigger software package called MS-Office. In addition to MS-Word, MS-Office includes other software like MS-Excel (for spreadsheet), MS-PowerPoint (for presentations), and MS-Access (for database management).

PRESENTATION OF THE INTERFACE

As already stated, MS-Word software is installed on the Windows operating system. MS-Word is menu-driven, GUI-based software. While working with MS-Word, using a mouse makes working on the MS-Word simpler although you can work to some extent using the keyboard also.

To start using the MS-Word software, any one of the following steps needs to be performed:

If a shortcut key to MS-Word is available as an icon (a small picture that represents an object or program) on the Desktop, as shown in the Figure below. then **double-click** the icon.



MS-WORD 2007 icon

To start using the MS-Word software, any one of the following steps needs to be performed:

OR

**<Start> <Programs> <Microsoft Office>
<Microsoft Office Word 2007 or 2010>.**



MS-WORD 2007 icon

MS-WORD SCREEN AND ITS COMPONENTS

The user interface of MS-Word 2010 is quite different from the previous versions of MS-Word. It has an improved navigation system which is easier to use. The main screen, as shown in Figure below, consists of different components like the Ribbon, Ruler bar, Status bar, Scroll bar, and Work Area. The orientation of the Word 2010 layout and its general features are described as follows:

Diagram



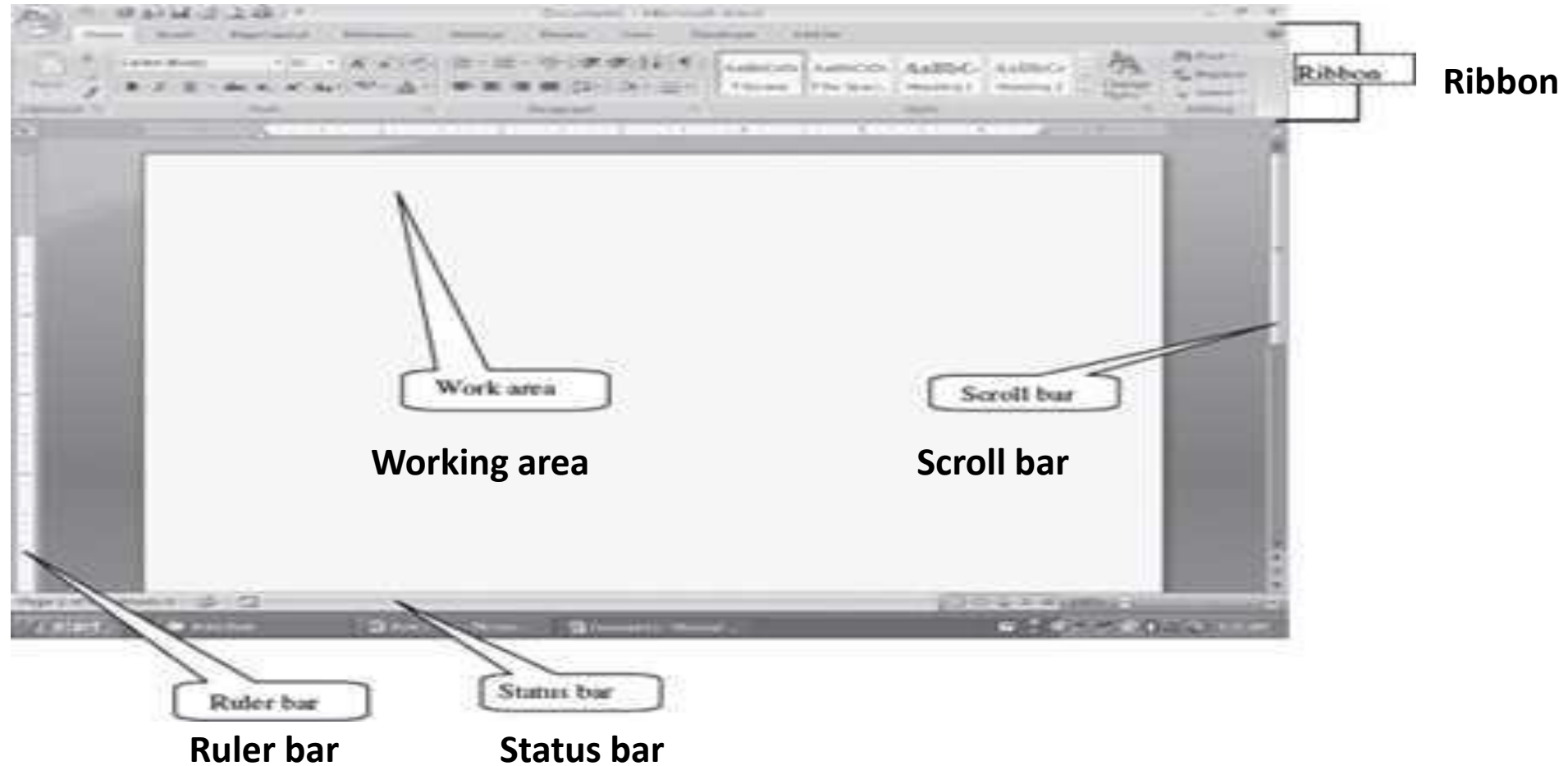
MS-WORD SCREEN AND ITS COMPONENTS

The **Office Logo Button**  at the top left corner contains many task buttons for the document such as, New, Open, Save, Save As, Print, and Close. This button also has a list of the recent documents. Some of these commands include an expandable menu to provide additional options. (The Office Button replaces the File menu in earlier versions of Word).

MS-WORD SCREEN AND ITS COMPONENTS

The **Quick Access Toolbar**  to the right of the Office Logo button. It contains shortcuts for the commonly used tools, like, Save , Undo (reverses the last change), and Repeat (repeats the last action). The buttons that you wish to be displayed can

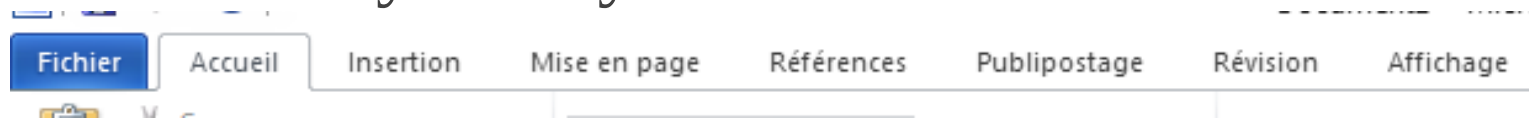
MS WORD SCREEN



Description

The Ribbon is a set of tools and commands across the top of the screen (Figure above). It consists of a panel of commands which are organized into a set of tabs (also known as the Tab Bar). Within Tabs, Groups are available, which are designated by the names located on the bottom of the Ribbon. Each group has icons for the associated command. The Ribbon (Tabs, Groups, and Icons) replaces traditional toolbars and menus of earlier versions of the MS-Word.

The Tabs (Home, Insert, Page Layout, etc.) on the Ribbon contain the buttons needed to edit characters, text, and layout, as well as the additional tools that you may need.



Description

Each Tab consists of different Groups, like the Home tab has five groups namely, Clipboard, Font, Paragraph, Styles and Editing.

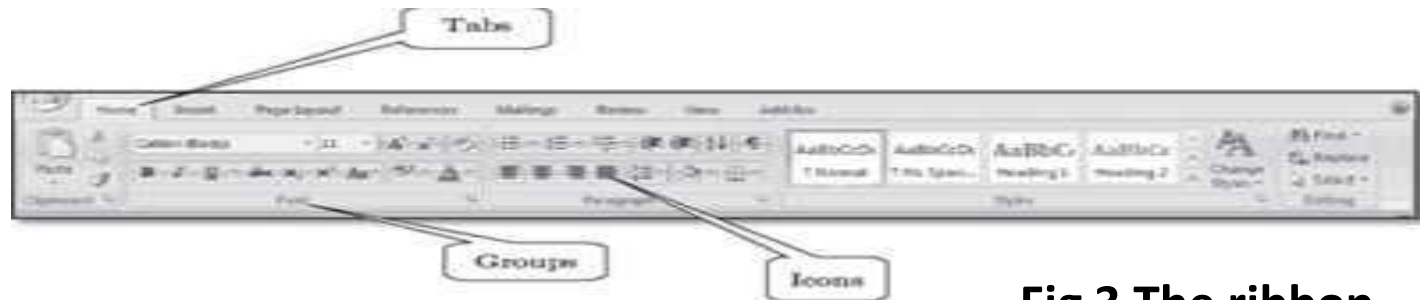
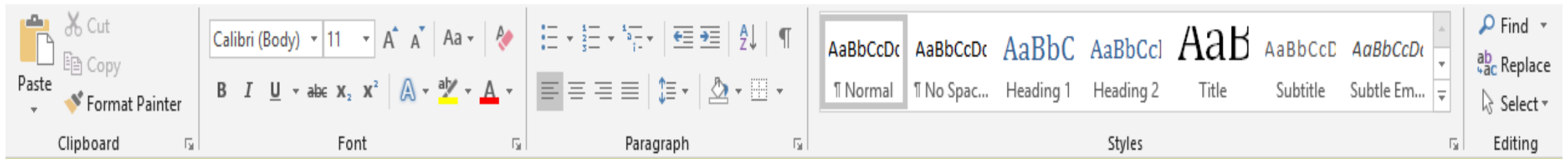


Fig 3 The ribbon

The Home Tab

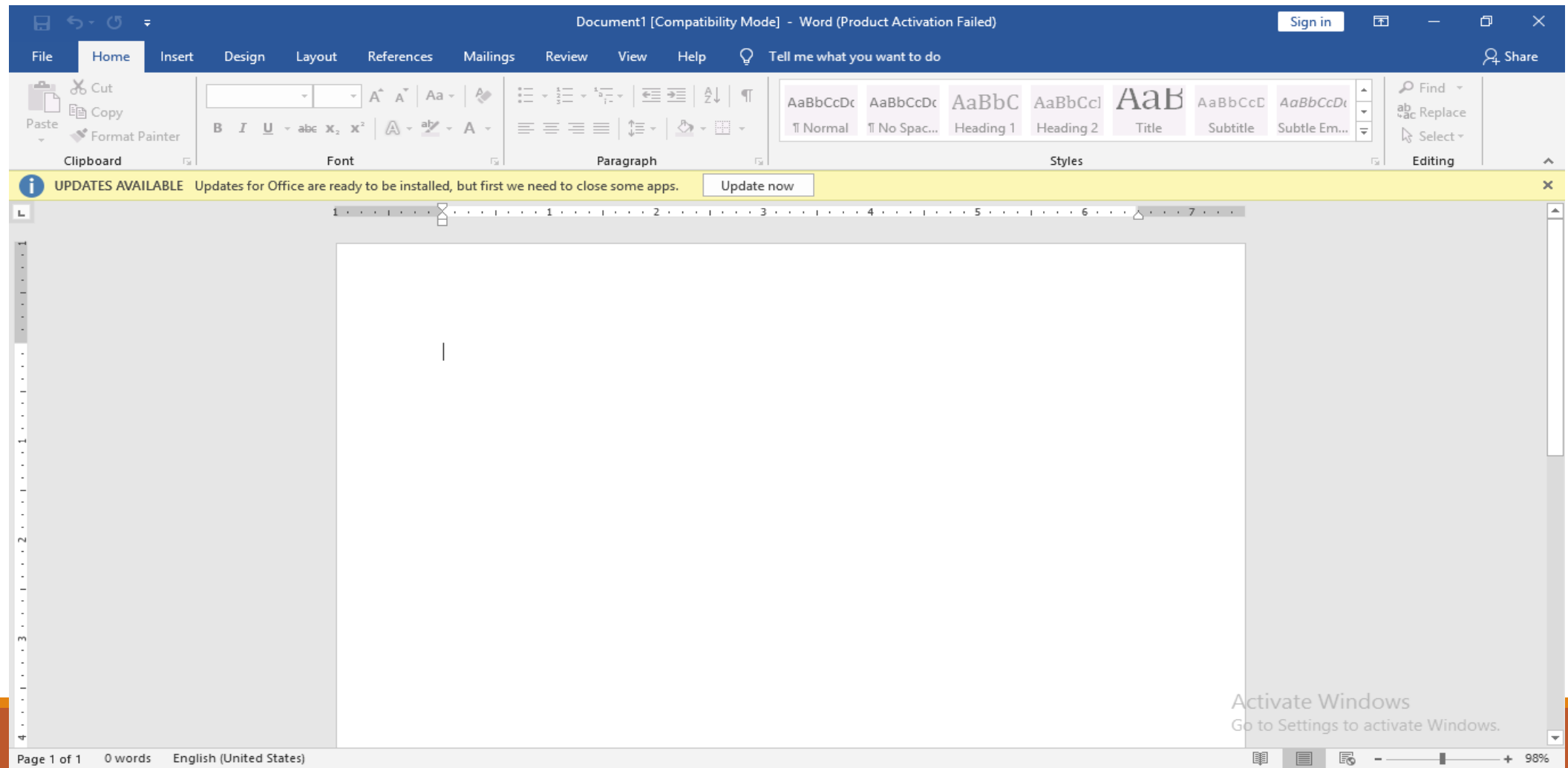
There are five groups within this tab, namely, **Clipboard**, **Font**, **Paragraph**, **Styles** and **Editing**.

- **The Clipboard** group contains commands to cut, copy and paste text. The Format Painter is also present here.
- **Font** group commands allow change of the font - font face, style, size, effects (Superscript, Subscript, and Shadow etc.), color and character spacing. You can change these options before or after you type your text. If case of after, you need to select the text first.

The Home Tab

- **Paragraph** group is used to change paragraph settings — alignment, indents, spacing, and pagination like spacing 1.5 lines, double spacing, indentation, and, spacing before and after a heading. Move your cursor to the line or paragraph you want to change.
- **The Styles** group allows quickly choosing a style and applying the style.
- **Editing** group contains commands to select, find and replace text.

HOME TAB



Here, we describe briefly some of the operations that are performed using the commands of the Home Tab.

❑ Move Text: Select and highlight the section you want to move.

Move the cursor to the place you would like the text to be inserted.

❑ Copy Text: Select and highlight the section you want to copy.

Move the cursor to the place you want the copied text to be inserted.

❑ Find and Replace: This is used to find a text, style or paragraph and then replace it with the new one.

This option is useful if you want to find text strings at multiple places in the document, and replace all of them with the new one.

Clipboard and Discription

Clipboard



- Paste the cut or copied information in clipboard at the location where cursor is pointing right now (Paste Special — To paste in a particular format. Paste as Hyperlink - Used with copy to paste the copied information as a hyperlink)
- Cut the selected text from the document and put into clipboard for later retrieval.
- Copy the selected item or text to the clipboard.
- Format painter copies formatting from one place and applies it to another (To apply same formatting to many places, double-click the format painter button)

Font and Discription

Font



- Change Font face, change Font size
- Grow Font, Shrink Font
- Clear Formatting (Clear all formatting from selection, leave only plain text)
- Bold, Italics, Underline
- Strikethrough (draw a line through middle of selected text), Subscript, Superscript
- Change case. You can change the case — sentence, lower, upper, title, or toggle. Select the text and click on an option
- Text highlight color, Font color

Paragraph and Discription

Paragraph



- Bullets (choose from different styles)
- Numbered list (choose different formats)
- Multilevel list (Choose from different styles)
- Increase or decrease indent of the paragraph
- Sort alphabetically or numerically
- Show paragraph markups
- Align text left, right, centre, and justify

Paragraph and Discription

Paragraph



- Change spacing between lines
- Color background behind selected text
- Customize the borders of selected text. Add borders and shading. There are options to select for setting, style, color, width, fill color, and pattern. You will see a preview at the right. To remove a border or shading, select None.

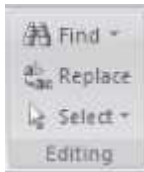
Styles, Editing and Discription

Styles



- Format titles using different styles like Caption, Emphasis etc.
- Change style, color and font used in the document

Editing



- Find text in the document
- Replace text in the document (The user can go to a page, section etc. when using find and replace)
- Select text or objects in the document

The Insert Tab

The Insert Tab contains commands for inserting objects of many kinds in a document. The commands in this tab are used to add pages, tables, and images. It also includes commands to build an equation in the document, add symbols, special text, links, and, headers and footers. The Figure below shows the Insert Tab.



The insert tab

There are seven groups within this tab, namely, Pages, Tables, Illustrations, Links, Header and Footer, and, Text and Symbols.

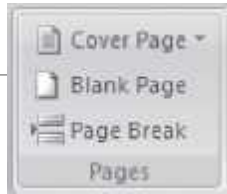
- The Pages group contains commands to insert a cover page, blank page or a page break.
- Tables are used to draw and insert tables.
- Illustrations group allows insertion of pictures, clip art, shapes, smart art, and charts.
- The Links group is used to insert a hyperlink, bookmark, and cross reference.
- The Header and Footer group allows insertion of a header, footer, and page numbers.
- The Text group contains commands to insert a text box, word Art, date, and time. The Symbols group is used to insert symbols, and build mathematical equations.

Insertion Tab and Description

The Insert tab is used to insert a page break, a diagram etc. When a command of the Insert tab is used, insertion takes place at the location where the cursor is present right now. So, before inserting the item, place the cursor at the location where the item is to be inserted. When you use the commands of the insert tab for insertion, you will see that most of the times, a dialog box will open which allows you to make specific settings, as per your requirement. Here, we will not discuss using the dialog boxes as they are self-explanatory, and are easy to use. Some of the operations using the Insert Tab commands are described below:

- To Create Headers and Footers—<Insert> <Header & Footer>. You will see a Header and Footer command. A Header and Footer tab is opened which allows creation of a Header and Footer, enter text or graphics into the Header or Footer area, insert page numbers, time or date, file name, author name, etc.

Pages, Tables and Description



Pages

- Insert a fully formatted cover page are available).
- Insert a blank page at the current cursor position
- Insert a page break. Start the content located at the current cursor position on the next page.



Tables

Insert or draw table in the document (convert text to table, insert an Excel spreadsheet, insert from one of the built-in tables). When a table is drawn, a Table Tool Design Tab (Figure above) and Table Tools Layout Tab opens, which allows you to select Table Style options, Table Styles, and Table Borders.

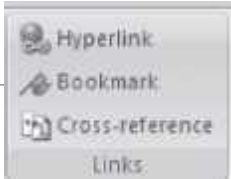
Illustrations and Description



Illustration

- Insert picture from a file. When a picture is inserted, a Picture Tool Format Tab opens (Figure 16.14) which contains commands to format the picture.
- Insert clip art into the document (sounds, movies, and drawings) readymade
- shapes (lines, arrows, flowchart symbols etc.)
- Insert a smart art graphics
- Insert a chart (bar graph, pie chart, line area, surface etc.)

Links



Links and Description

- Insert a hyperlink. Hyperlink to an existing file or web page, any place in the same document, to a new document, or to an email address. Target frame specifies the frame in which you want the hyper linked document to appear. To hyperlink to the same document, first create a bookmark at the location where you want to hyperlink, and select the bookmark to create hyperlink. A hyperlink is displayed in a blue color.
- Insert a bookmark. Identifies a location or selection of text that you name and identify for future reference. For example, you might use a bookmark to identify text where you want a hyperlink to reach.
- Insert cross reference



Header and Footer, Description

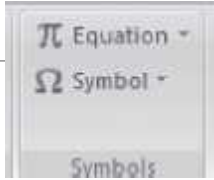
- To edit the contents of the header. The header will appear at the top of each page. You can choose the format of the header from the built-in ones.
- To edit the contents of the footer. The contents of footer will appear at the bottom of each page. You can choose the format of the footer from the built-in ones.
- Insert page number into the document at the top, bottom, or at the margins etc. You can select the position, alignment and format of the page numbers.



Text and Description

- Insert pre-formatted built-in text box or draw a text box is inserted, a Text Box Tools Format Tab contains commands to format the text box.
- Insert useful parts of content like fields
- Insert a signature line that specifies the person's name who will sign it
- Insert decorative text in the document, and, date and time into the document
- A Drop Cap is an oversized capital at the beginning of a document or section. To make the first letter of a document large, select the letter and then use Drop Cap.
- Insert an embedded object

Symbols and Description



- Insert common mathematical equations or build your own equations (a new toolbar appears to insert an equation)
- Insert symbols

Insert tab commands description



Table tools design tab



Picture tools format tab



Text box tools format tab

Insert tab commands description

- **Insert Bookmarks**—Position your cursor where you want to insert the bookmark in the document. <**Insert**> <**Links**> <**Bookmark**>. In the dialog box, give the bookmark a name, descriptive of the text or location. Click Add. To return to a bookmark, open the Bookmark dialog box, select one from the list, and click Go To.
- **Insert Hyperlink**—<**Insert**> <**Links**> <**Hyperlink**>. To link to another location in the same document, click Place in This Document option under Link to; In the dialog box's inner window, select a heading or existing bookmark from the document diagram. To link to another document, click the Existing File or Web Page option. Navigate to the proper folder and select the file's name.

Insert tab commands description

- **To Insert Page Numbers**—<Insert> <Header & Footer><Page Number>. For more page number options, click on the Format button. To suppress page number on first page, uncheck the Show Number on First Page checkbox.
- **Insert File**—Insert the contents of file B into file A. Open file A and place your cursor at the location where you want to insert the contents of file B. Select <Insert> <Text> <Object> and use the dialog box to navigate to file B. Select it, and click on Insert button. The contents of file B will be included in file A at the position of the cursor in file A.

Here are some common shortcut keys for Microsoft Word 2010 and their meanings:

1. Ctrl + C: Copy the selected text or object
2. Ctrl + X: Cut the selected text or object
3. Ctrl + V: Paste the copied or cut text or object
4. Ctrl + Z: Undo the last action
5. Ctrl + Y: Redo the last action
6. Ctrl + B: Bold the selected text
7. Ctrl + I: Italicize the selected text

Here are some common shortcut keys for Microsoft Word 2010 and their meanings:

- 8. Ctrl + U: Underline the selected text
- 9. Ctrl + S: Save the document
- 10. Ctrl + P: Print the document
- 11. Ctrl + F: Open the Find dialog box to search for specific text
- 12. Ctrl + H: Open the Replace dialog box to find and replace specific text
- 13. Ctrl + A: Select the entire document
- 14. Ctrl + N: Create a new document
- 15. Ctrl + O: Open an existing document