

DIGITAL DOCUMENTATION- WORD PROCESSING (ADVANCED)

Objective of Learning

- 3.1 MS Word : Introduction to Word Processor
- 3.2 Creating, Saving, Opening and Print & Print Preview
- 3.3 Closing of Document
- 3.4 Inserting Word Art, Clip Art and Pictures
- 3.5 Page Setting, Super Script and Sub Script
- 3.6 Inserting Symbols Bullets and Numbering
- 3.7 Border and Shading
- 3.8 Format Painter, Find and Replace, Inserting Table
- 3.9 Inserting, Deleting, Rows and Column, Merging Cells
- 3.10 Splitting Cells Using Auto Format
- 3.11 Mail Merge

3.1 MS WORD : INTRODUCTION TO WORD PROCESSOR

MS Word

Microsoft Word is application software developed by Microsoft Inc. Microsoft is an American multinational technology company. It is word processing

software. Microsoft Word is used to create and edit professional-looking documents such as applications, forms, templates, business cards, letters, paper, reports, and booklets by using Microsoft Word.

Word Processing Tools : The purpose of this tool is to produce documents. MS-Word, Word Pad, Notepad are the examples of word processing. Word processing software is the program which helps in typing, saving, printing, editing and formatting the document such as letter, reports, etc.

Some common Word Processing Softwares :

- (i) Word Pad
- (ii) MS-Word
- (iii) Word Star
- (iv) Notepad.

Usage of M.S. Word

Microsoft Word can be used for following purposes :

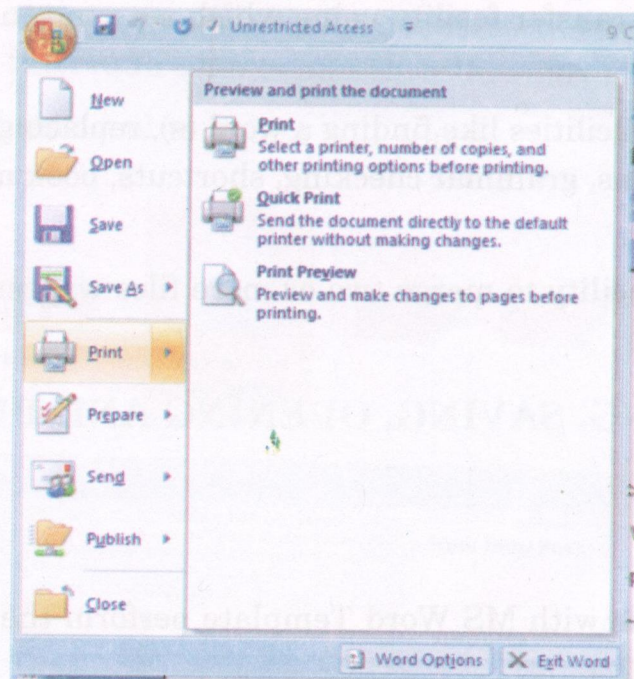
- (i) To create business documents having various graphics including pictures, charts and diagrams.
- (ii) To store and reuse readymade content and formatted elements such as cover pages.
- (iii) To create letters and letterheads for personal and business purpose.
- (iv) To design different documents such as resumes.

Template in M.S. Word : Word 2010 allows to apply built it template from a wide selection of popular word templates including resume, agenda, business card and faxes.

Creating a resume with M.S. Word template.

- (i) Click on New in File tab.
- (ii) Click the Print command to print a document.
- (iii) Click the Print button to print our document.
- (iv) This dropdown shows the currently selected printer. Clicking the dropdown will display other available printers.

(v) These dropdown menus show currently selected settings. Rather than just showing us the name of the feature, these dropdown menus show us what the status of a feature is and describe it. This can help us figure if we want to change the setting from what we have.



Word processing :

Any type of Typing work on the computer is known as word processing. Word processing deals with typing, editing and formatting of textual information. Any type of letter, notes, application can be processed as per your requirement on the computer.

Usage of Word Processing :

1. It helps in typing of text.
2. It helps in editing and deletion of text.
3. It helps in formatting of text bold, italics, underline, foreground colours, background colours, shading etc.
4. It also help us to present our information in the form of tables. The tabular information is easy to understand, manage and manipulate.
5. It contains on-line help by reading which you can learn MS word.

6. It supports large number of printers that are attached to your computer system like laser printers, ink jet printers, dot matrix printer etc.

7. It has the object linking facility using which we can insert sound, movie, pictures, photograph, sheets in your document.

8. It has email transfer facility using which we can send document on the internet.

9. It provide us facilities like finding a word (s), replacing it, spelling checks, new spelling additions, grammar checking, shortcuts, book marks, auto correct, auto text etc.

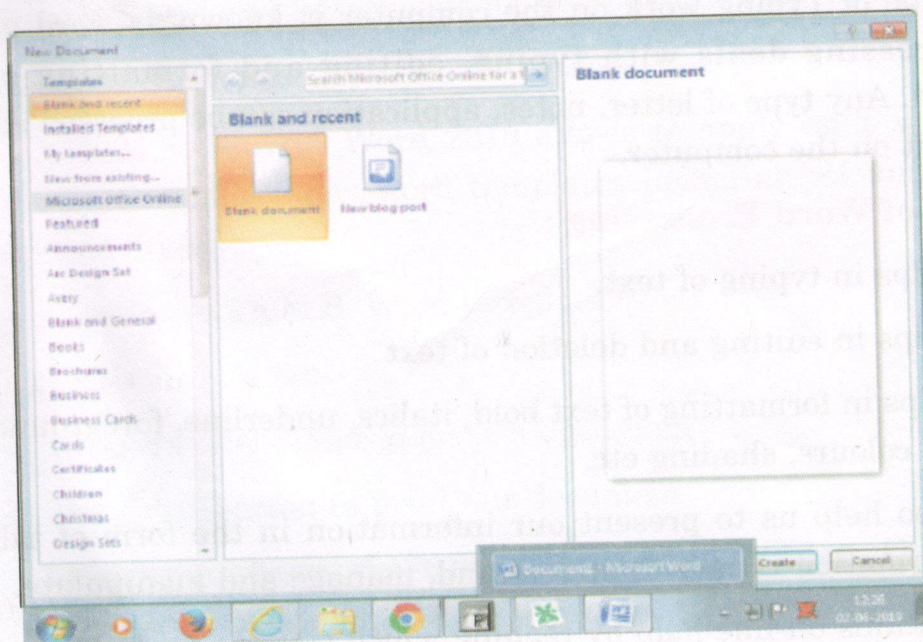
10. It has the facility to merge two or more files written in MS word or in other softwares.

▶ 3.2 CREATING, SAVING, OPENING AND PRINT & PRINT PREVIEW

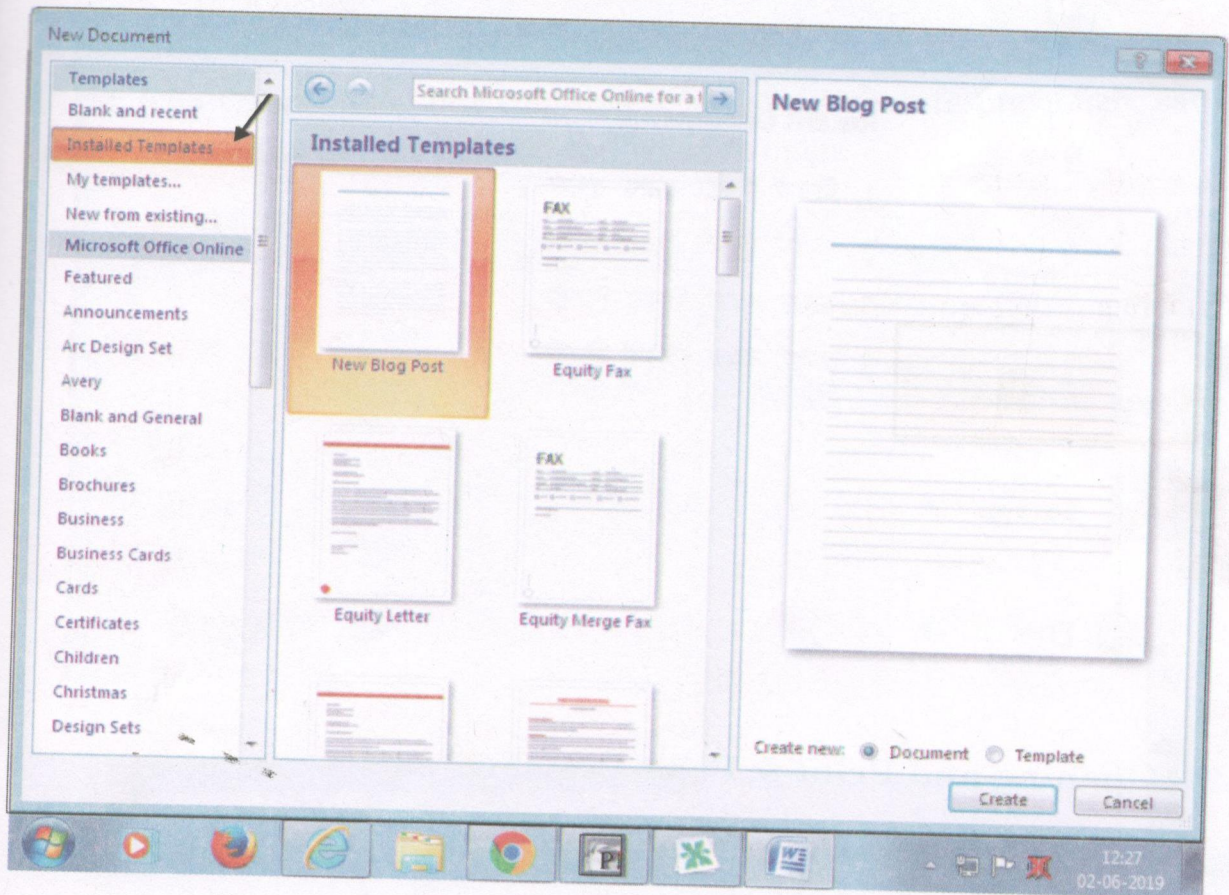
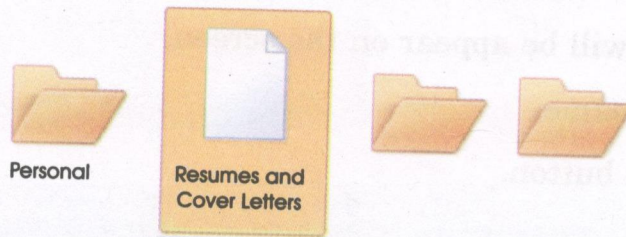
3.2.1 Creating :

To create resume with MS Word Template perform the following steps :

- (i) Click on Office button.
- (ii) Click on New in File tab.



- (iii) In office.com templates, select Resumes and Cover Letters.
- (iv) MS-Word will download the selected template from office.com templates.
- (v) Here various styles are available for Resumes and Cover Letters. Select anyone according to the requirements and click Download.
- (vi) Resume with selected template will appear.

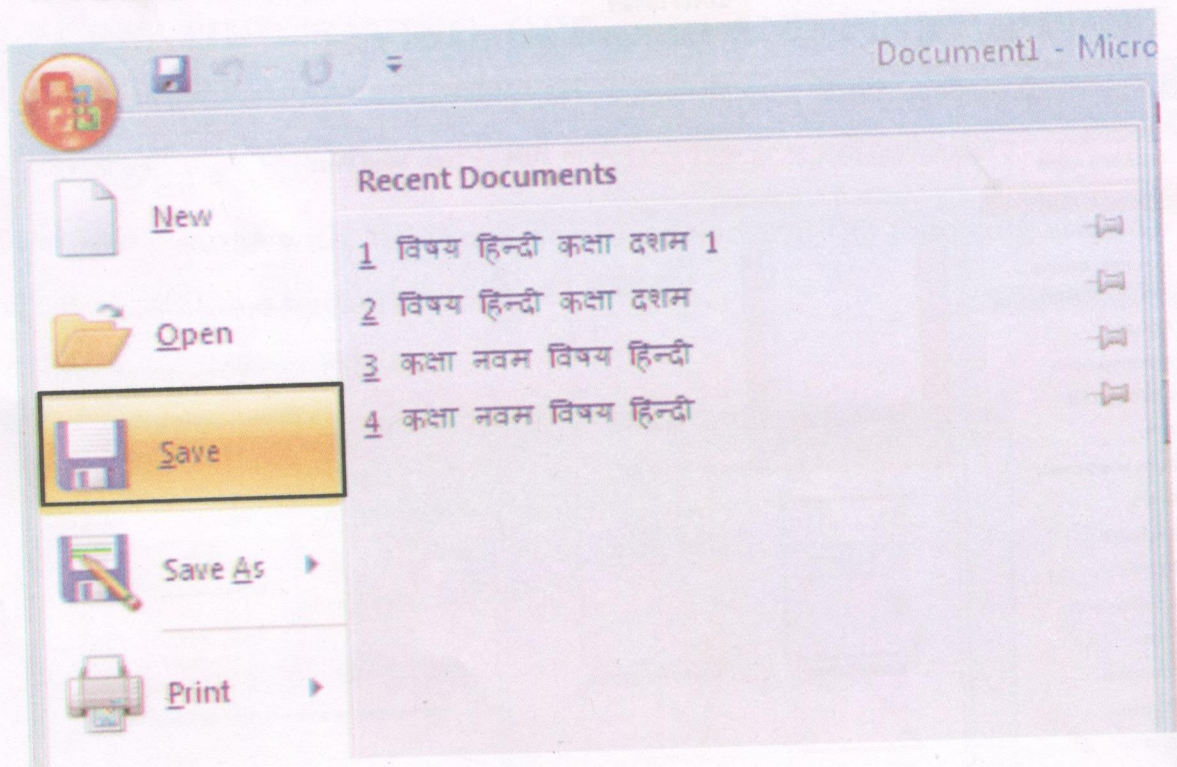


- (vii) Now we can edit it and can make the necessary changes in resume.
- (viii) After filling all the required information in the resume, save it.

3.2.2 Saving :

To save a file in MS Word, perform the following steps :

1. Click on Office button.
2. Click on File tab.
3. Pull down menu will be displayed.
4. Select the Save option.
5. Dialogue box will be appear on the screen.
6. Type the file name.
7. Click on Save button.

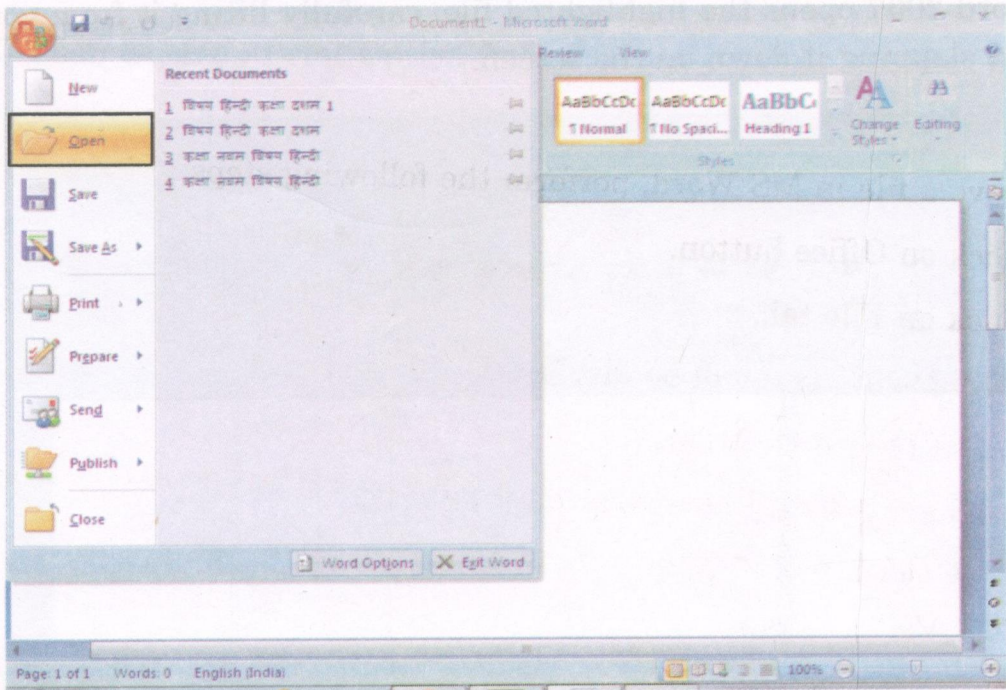


3.2.3 Opening and Print & Print Preview

Opening a file

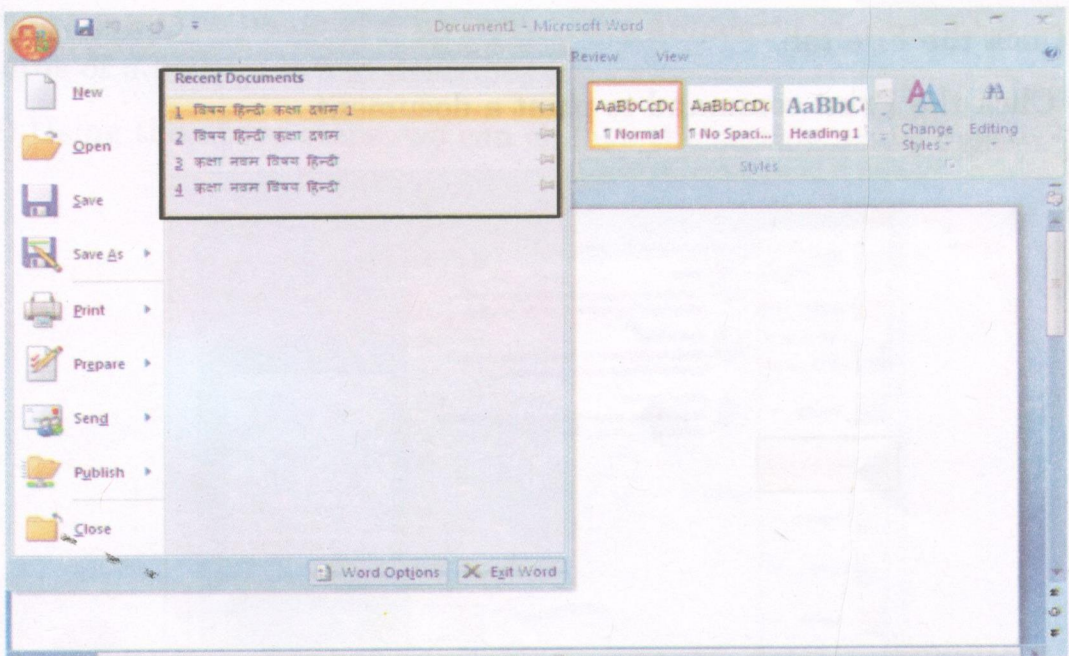
To open a new file, follow the following steps :

1. Click the Office Button and choose the Open command from the menu.



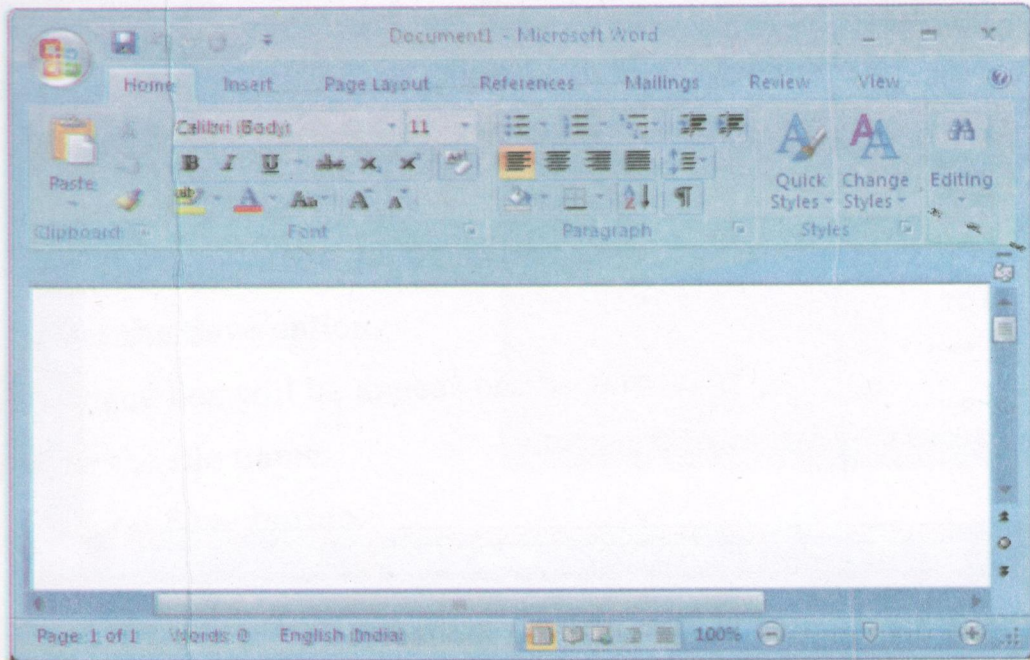
2. Click a document's name with the mouse.

3. The Open dialog box contains a list of documents previously saved to disk. Your job is to find the one you want to open.



4. Click the Open button.

5. Word 2007 opens the highlighted file, carefully lifting it from your disk drive and slapping it down on the screen.

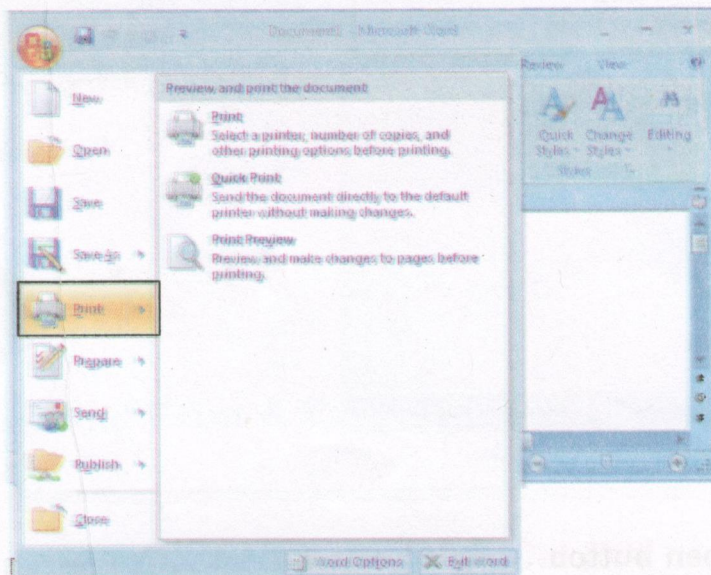


3.2.4 Print Command :

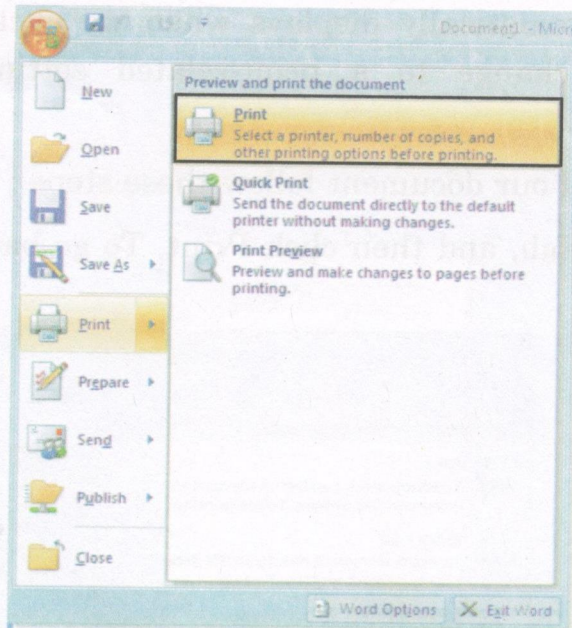
The print tab is the place to go to make sure we are printing what we want.

(i) Click the File tab.

(ii) Click the Print command to print a document.



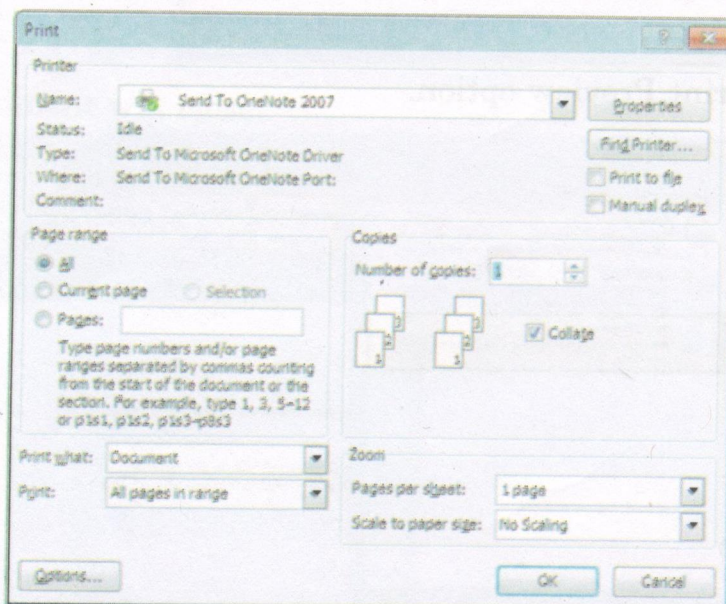
(iii) Then Click on Print Option from Preview an Print the document tag.



(iv) This dropdown shows the currently selected printer. Clicking the dropdown will display other available printers.

(v) These dropdown menus show currently selected Settings. Rather than just showing us the name of a feature, these dropdown menus show us what the status of a feature is and describes it.

(vi) Using the above steps, we can change the setting as we desire.

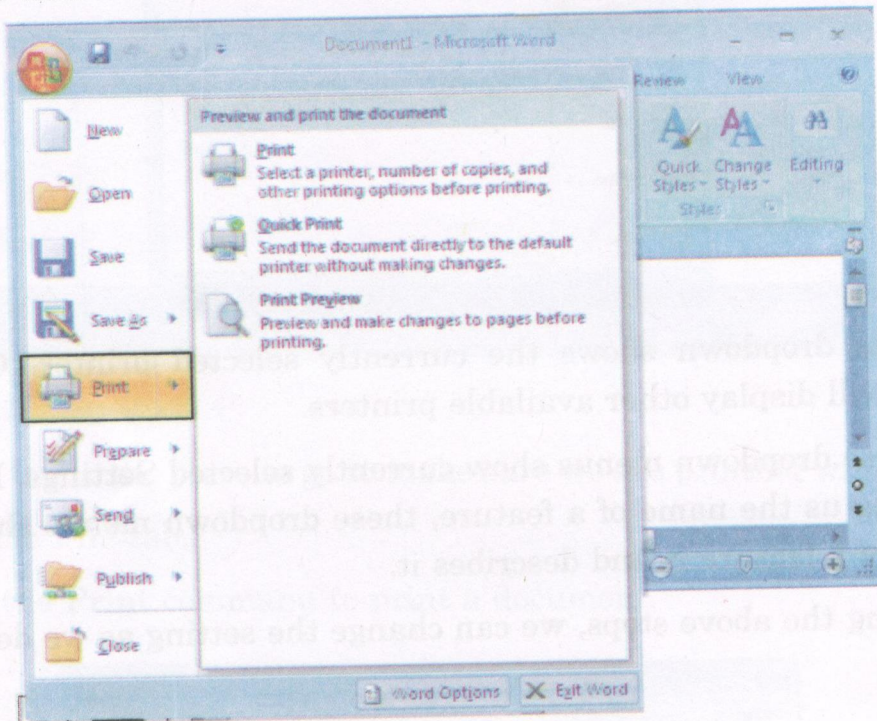


3.2.5 Print Preview :

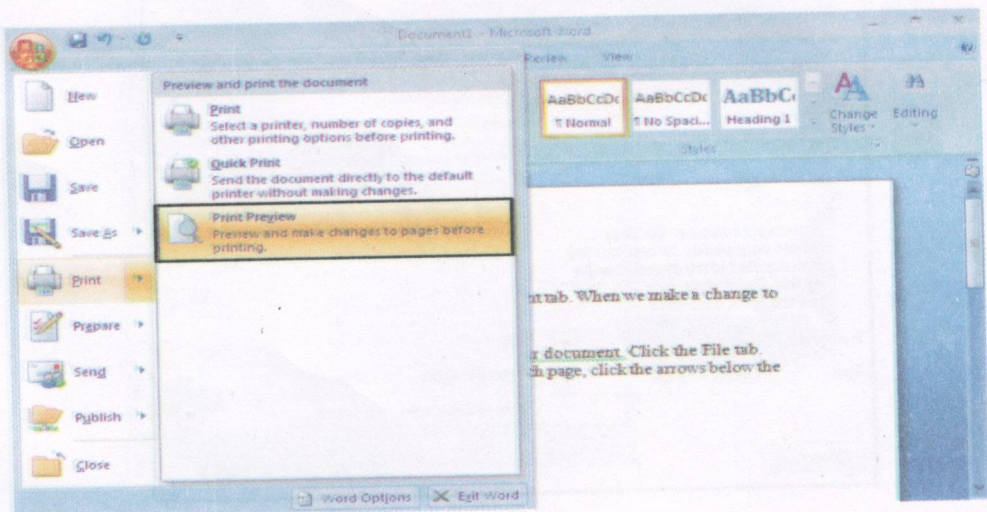
Print Preview automatically displays when we click on the Print tab. When we make a change to a print-related setting, the preview is automatically updated.

To print preview of our document follow these steps :

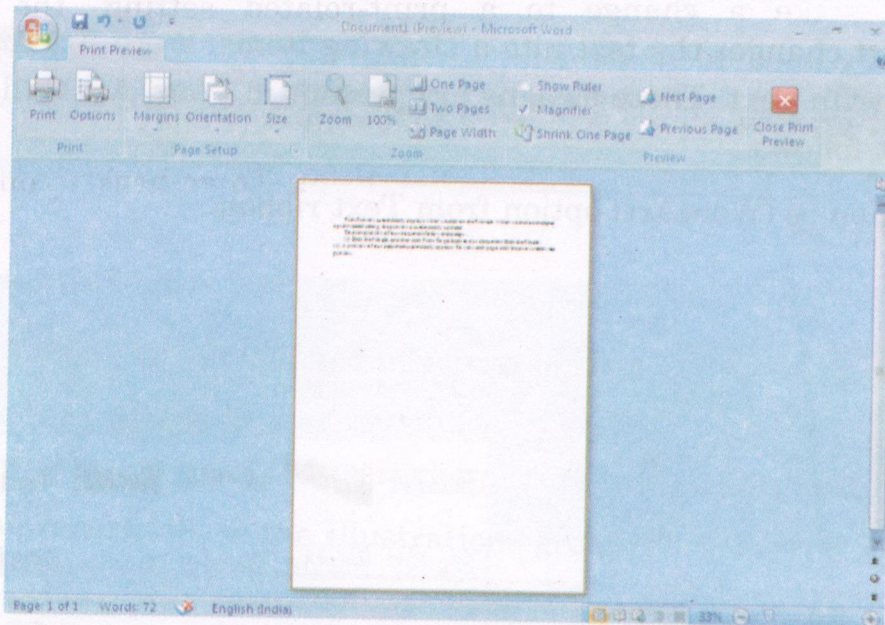
(i) Click the File tab, and then click Print. To go back to our document. Click the File tab.



(ii) Click on Print Preview option.



(iii) A preview of our document automatically appears. To view each page, click the arrows of vertical ruler.



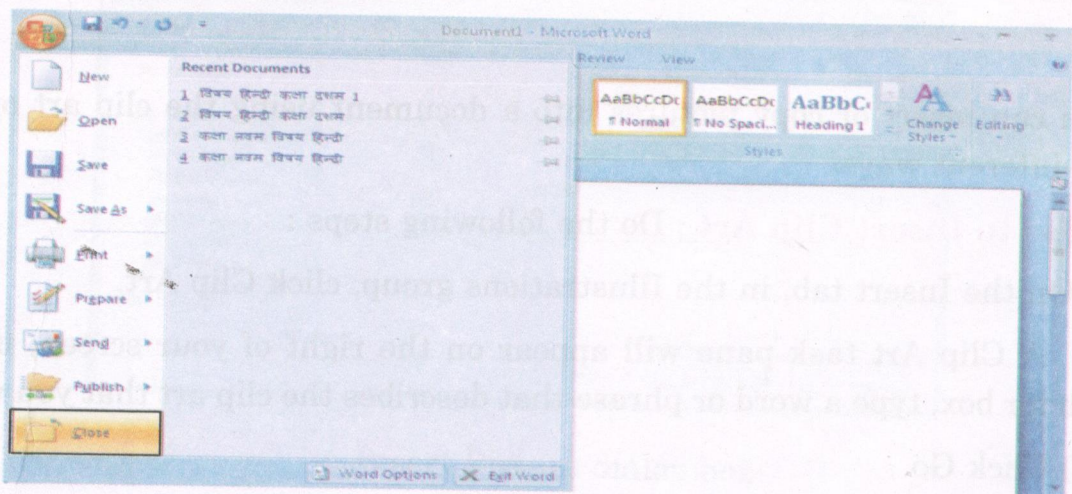
3.3 CLOSING OF DOCUMENT

Perform the following steps to Close a Document in MS Word :

1. Click on File
2. Click on Close button. Or

Press Alt + F4

3. The document will close.



3.4 INSERTING WORD ART, CLIP ART AND PICTURE

3.4.1 Word Art

Word Art changes the text into a Drawing Items. Word Art contains designs to write Text. These designs are present in Word Art Gallery. The steps are as follows :

1. Click on  (WordArt) option from Text ribbon.

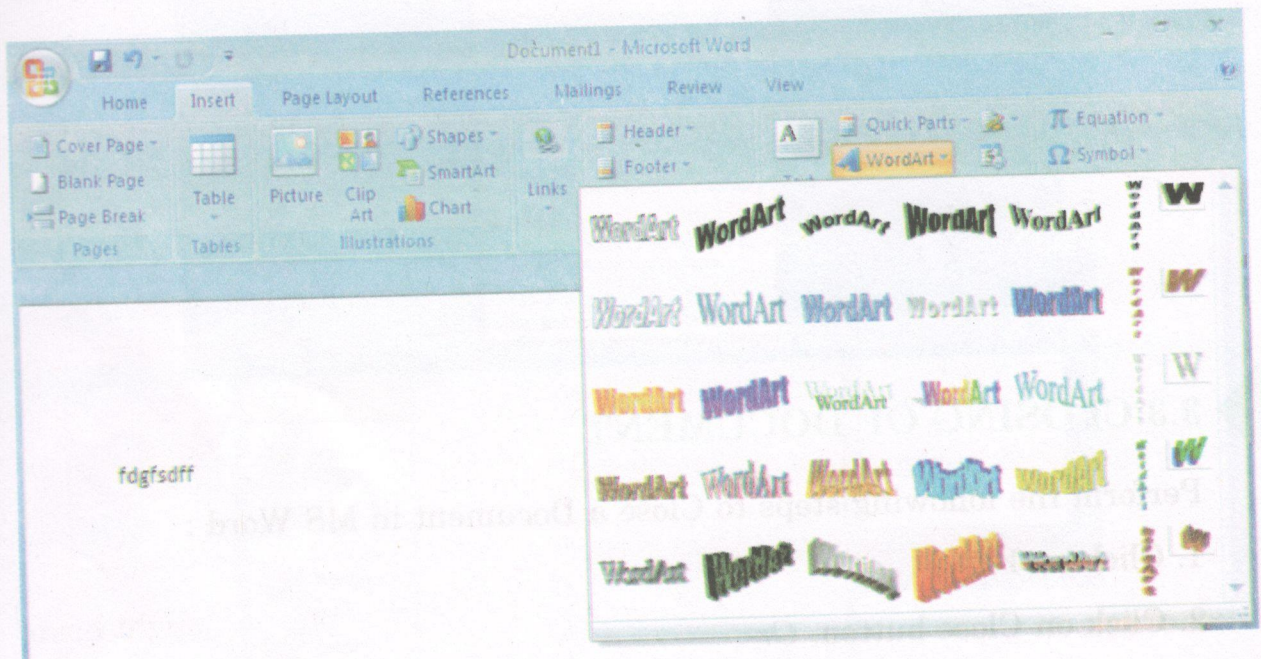


Fig. Method to open WordArt Gallery

2. Word art gallery will be open. Select desired design from the gallery.

3.4.2 Clip Art

You can insert or copy pictures into a document using the clip art option using different ways.

Steps to Insert Clip Art : Do the following steps :

- (i) On the Insert tab, in the Illustrations group, click Clip Art.
- (ii) A Clip Art task pane will appear on the right of your screen, in the Search for box, type a word or phrase that describes the clip art that you want.
- (iii) Click Go.

(iv) In the list of results, double click on the clip art to insert it into your document.

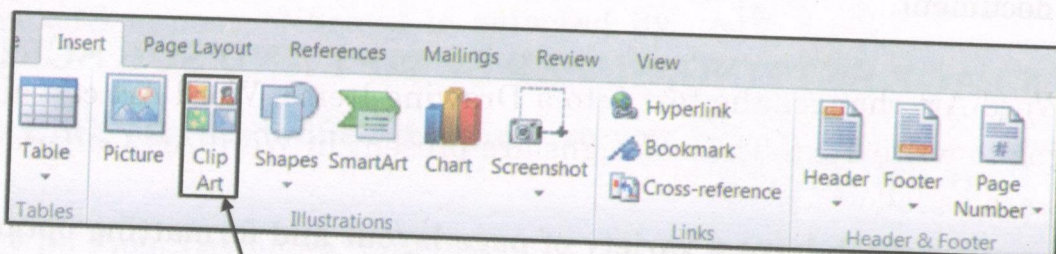
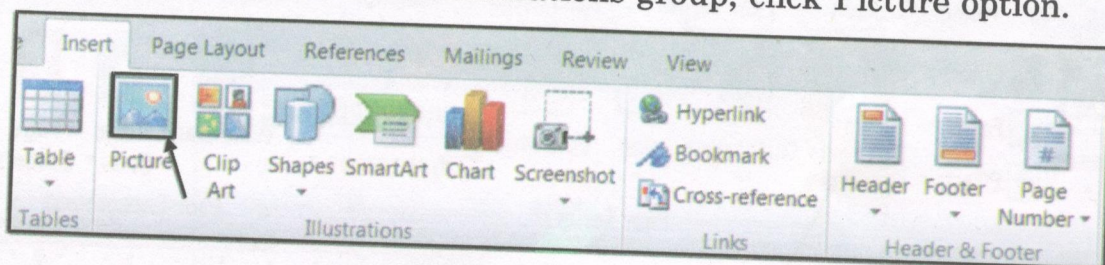


Fig. Clip Art

3.4.3 Inserting Picture

Picture from file which is saved in your computer can be inserted by following steps :

- (i) Click where you want to insert the picture in your document.
- (ii) On the Insert tab, in the Illustrations group, click Picture option.



- (iii) Locate the picture that you want to insert. For example, you might have a picture file located in My Documents.

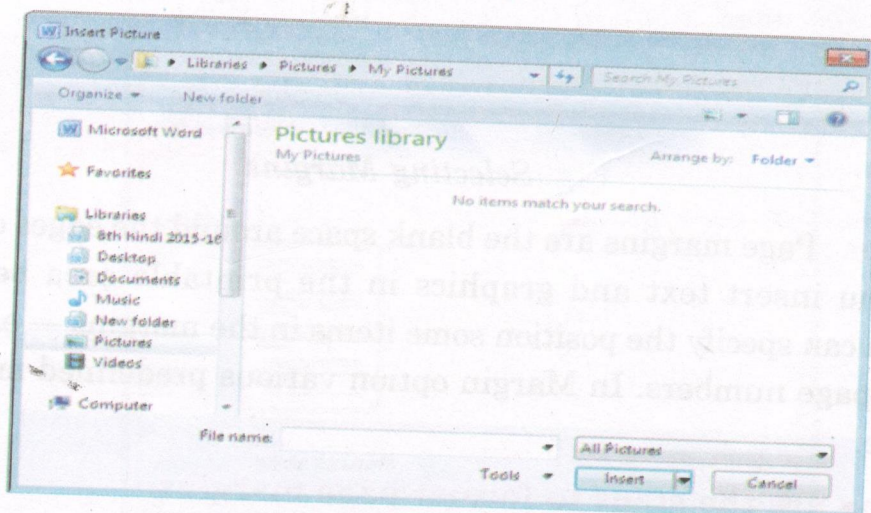


Fig: Insert Picture dialog box

(iv) Double-click the picture that you want to insert and it will appear in your document.

3.5 PAGE SETTING, SUPER SCRIPT AND SUB SCRIPT

3.5.1 Page setting

Page layout tab have a variety of page layout and formatting options that affect the appearance of content on the page. You can select the page orientation, paper size, and page margins depending on how you want your document to appear.

Click on Page Layout → Margins

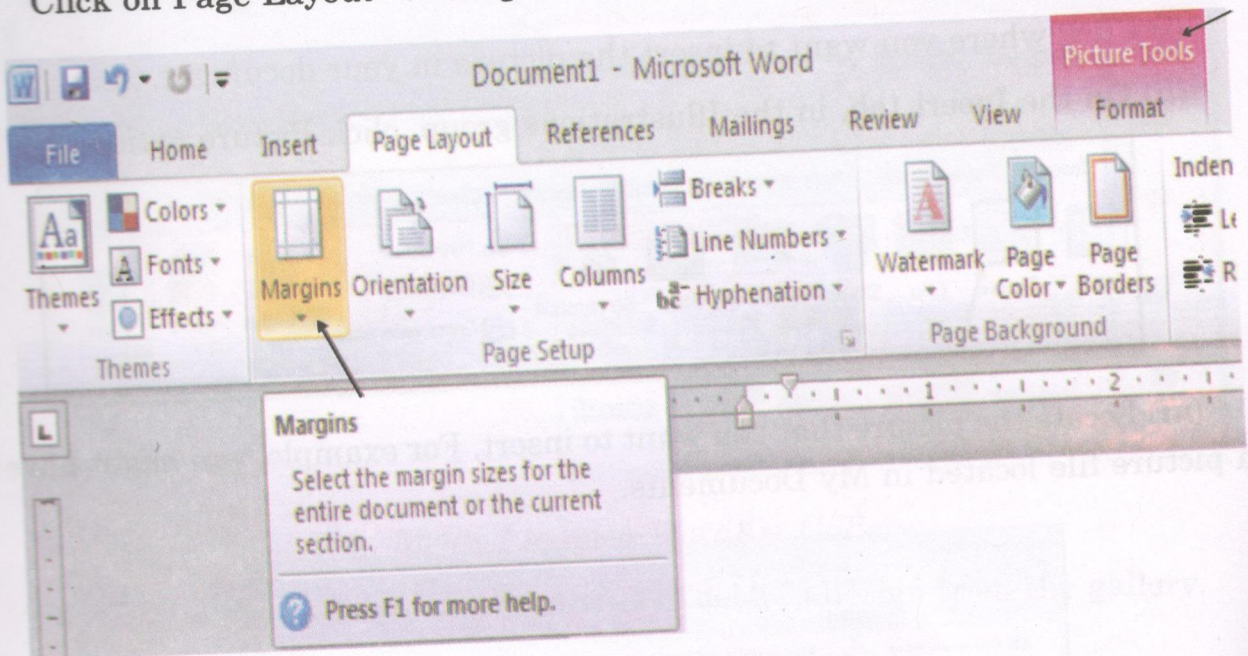


Fig. Selecting Margins

1. Margins : Page margins are the blank space around the edges of the page. Normally, you insert text and graphics in the printable area between the margins. You can specify the position some items in the margins — e.g. headers, footers, and page numbers. In Margin option various predefined margin sizes are available.

Following are the steps to format page margins:

(i) Select the Page Layout tab.

(ii) Click the Margins command. A menu of options will appear. Normal is selected by default.

(iii) Click the predefined margin size you want.

Click on Page Layout → Margin

Steps to use custom margins:

(i) Using the Page Layout tab, click Margins and select Custom Margins. This will take you to the Page Setup dialog box.

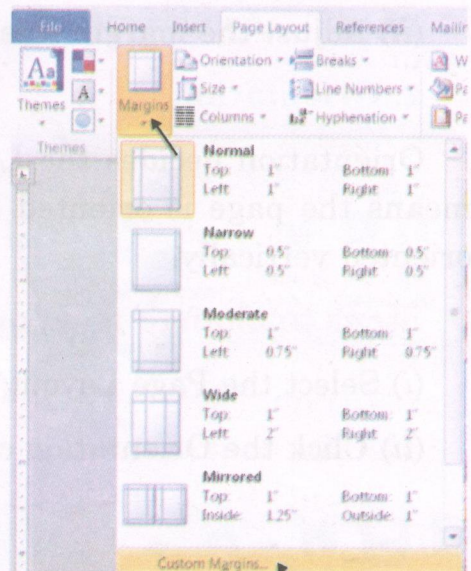


Fig. Margins

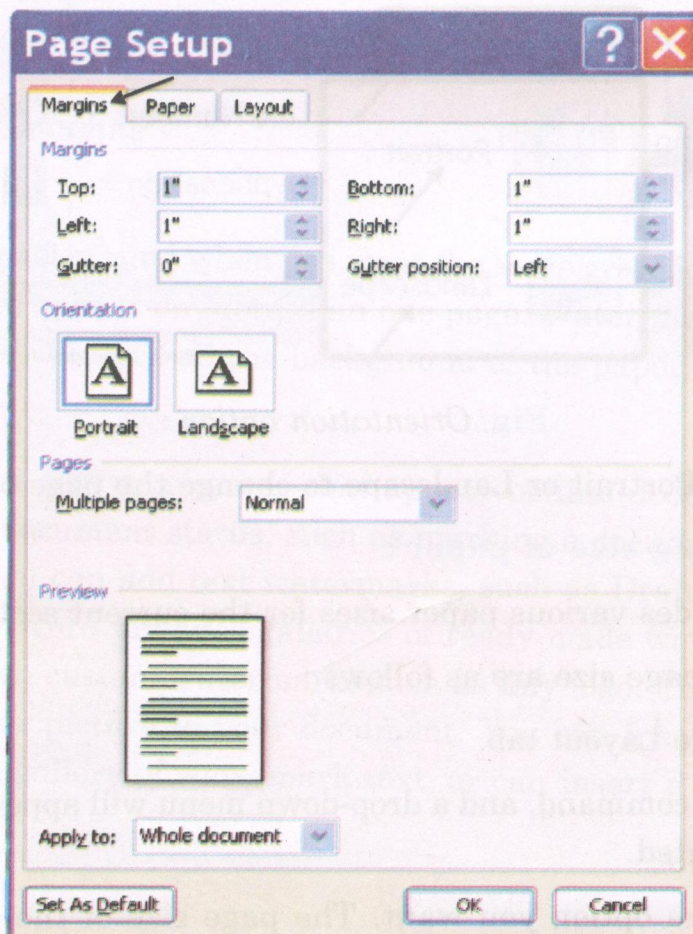


Fig. Custom margins

(ii) Adjust the margin sizes for each side of the page, and then click OK.

2. Orientation :

Orientation decides the Landscape or portrait format. Landscape format means the page is oriented horizontally, while portrait format means it is oriented vertically.

Steps to change page orientation are given below :

(i) Select the Page Layout tab.

(ii) Click the Orientation command in the Page Setup group.

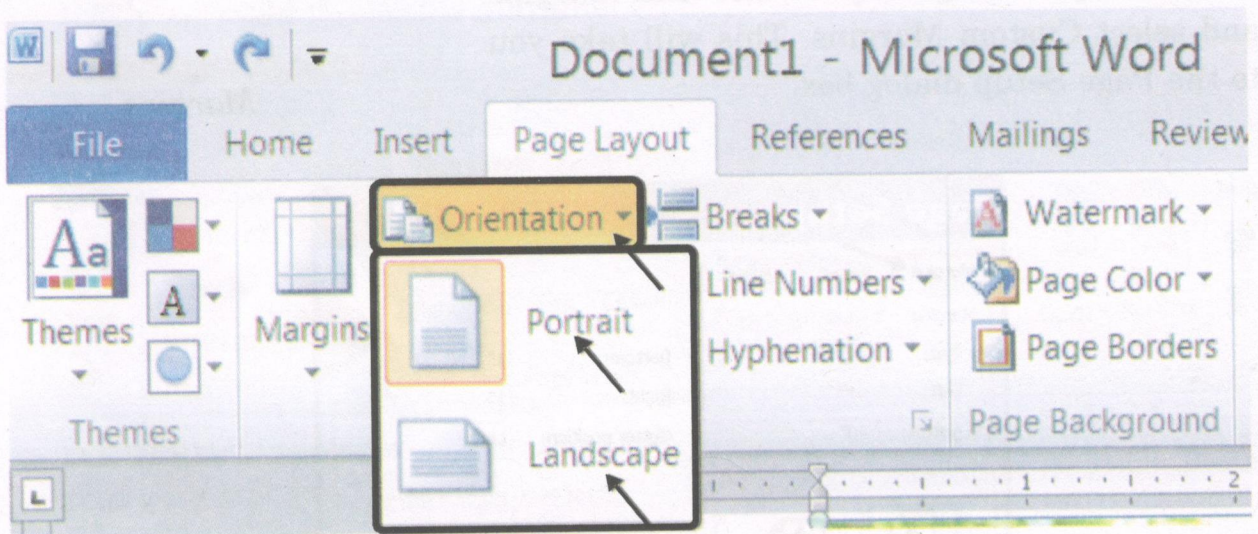


Fig. Orientation option

(iii) Click either Portrait or Landscape to change the page orientation.

3. Size : Selecting size of paper :

This option provides various paper sizes for the current section.

Steps to change page size are as follows :

(i) Select the Page Layout tab.

(ii) Click the Size command, and a drop-down menu will appear. The current page size is highlighted.

(iii) Click the size option you want. The page size of the document will change. (Fig. 1)

Columns : This option splits the text into two or more columns. (Fig. 2)

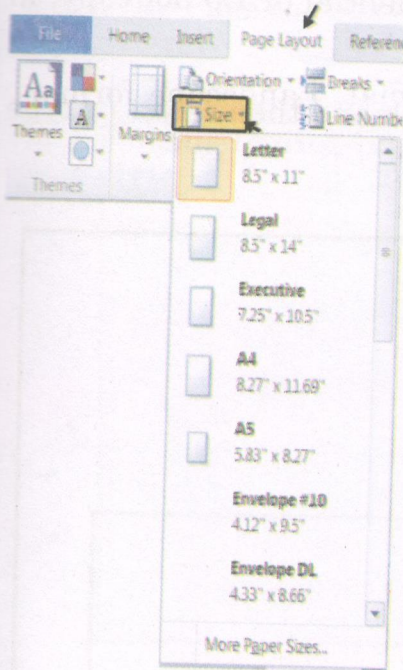


Fig. (1) Columns

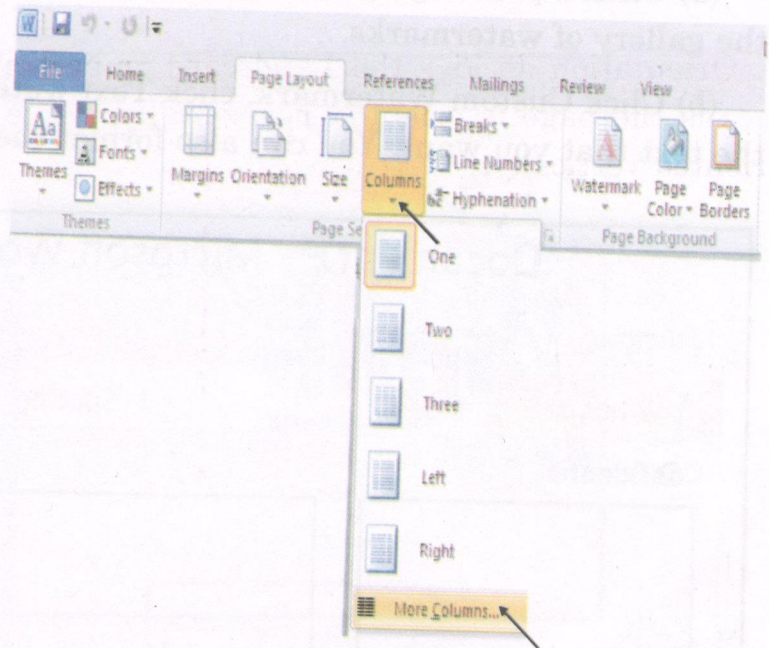


Fig. (2) Columns

Page Background

You can add a background when you want the some graphical elements, such as a watermark, to appear on more than one page. Water mark is a very light text or symbol to be printed on the background of the paper.

1. Water Mark

Watermarks are text or pictures that appear behind document text. They often identify the document status, such as marking a document as a Draft or Confidential. So you can add text watermarks, such as Draft or Confidential, to your document. Word provides galleries of ready-made watermarks, or you can create your own custom watermark, such as any logo. You can also add a background color or picture to your document. You can insert a predesigned watermark from a gallery of watermark text, or can insert a watermark with custom text.

Steps to add a text watermark to document :

- (i) On the Page Layout tab, in the Page Background group, click Watermark.

(ii) Do one of the following :

(a) Click a predesigned watermark, such as Confidential or Do not copy, in the gallery of watermarks.

(b) Click Custom Watermark, click Text watermark and then select or type the text that you want. You can also format the text.

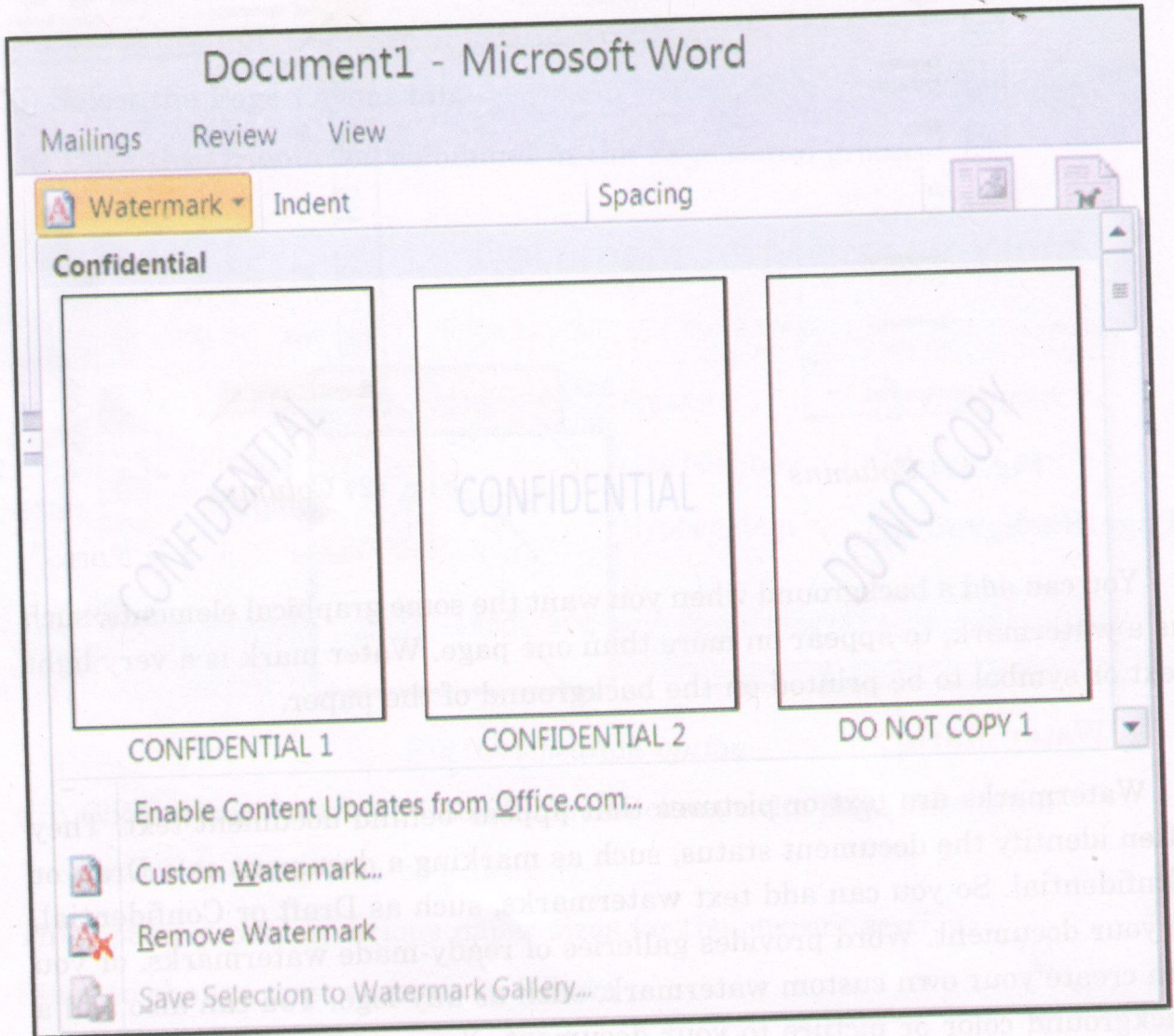


Fig. Watermark

Adding color to the page :

Page Color : You can apply different colors, texture or picture to your document.

Steps to add a background color or texture :

(i) On the Page Layout tab, in the Page Background group, click Page Color.

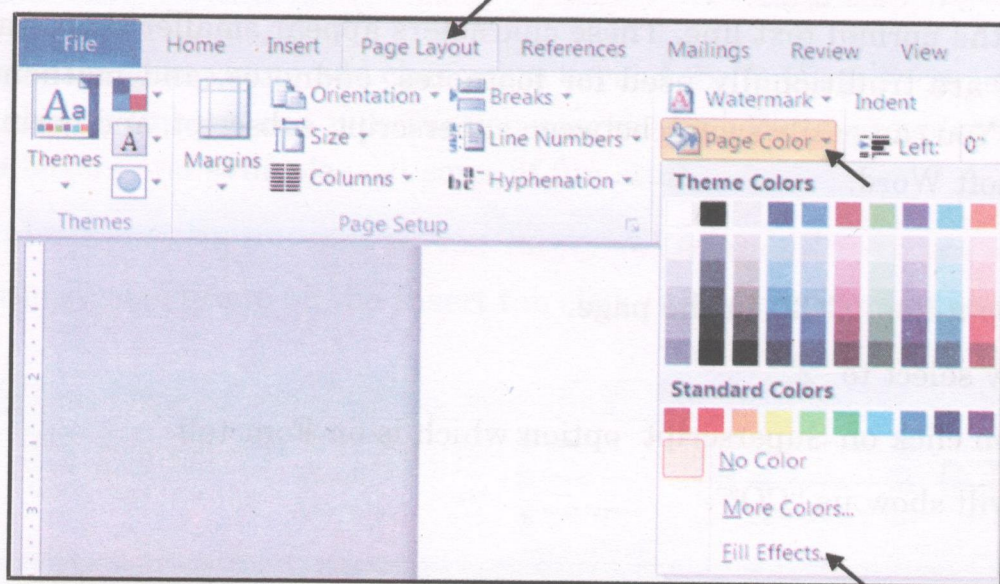


Fig. Page Color

Do any of the following :

(i) Click the color that you want under Theme Colors or Standard Colors.

(ii) Click Fill Effects to change or add special effects, such as gradients, textures, or patterns.

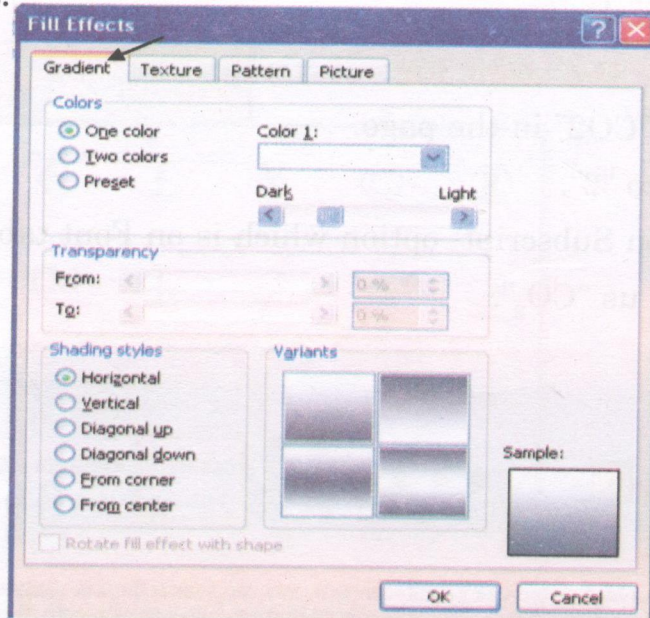


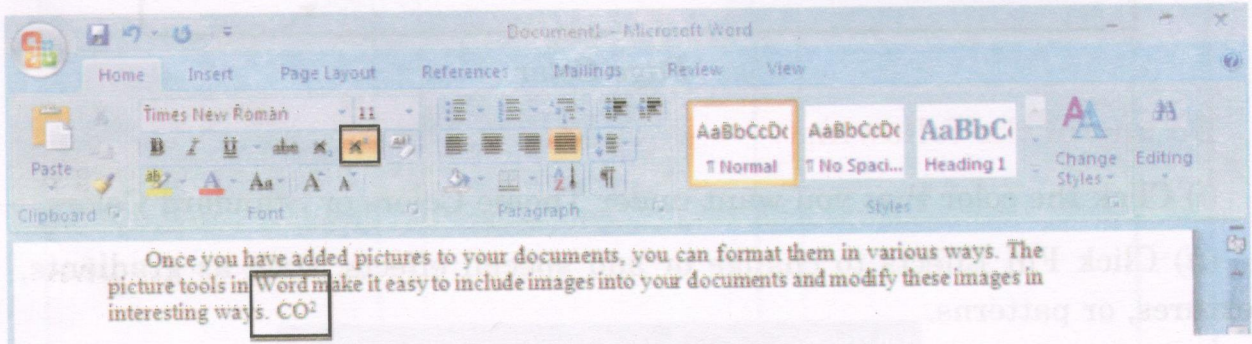
Fig. Fill Effects dialogue box under Page Color

3.5.2 Super Script and Sub Script

Superscript and subscript allow you to type characters that appear above or below the normal text line. These characters appear smaller than standard text, and are traditionally used for footnotes, endnotes, and mathematical notation. You can easily switch between superscript, subscript, and normal text in Microsoft Word.

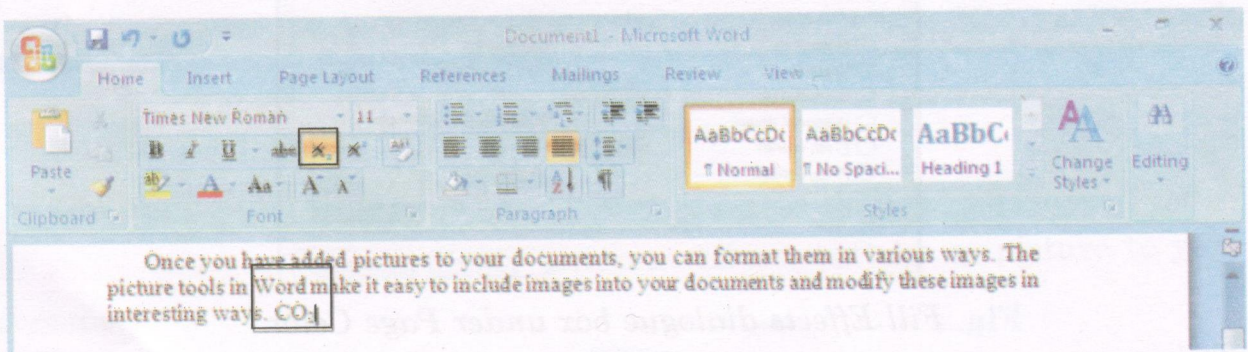
Following are the steps for super-script :

1. Type a line "CO₂" in the page.
2. Now select to "2".
3. Then click on Superscript option which is on Font tab.
4. It will show us "CO²".



Following are the steps for sub-script :

1. Type a line "CO₂" in the page.
2. Now select to "2".
3. Then click on Subscript option which is on Font tab.
4. It will show us "CO₂".



3.6 INSERTING SYMBOLS BULLETS AND NUMBERING

3.6.1 Inserting Symbols

Word 2010 allows you to add characters beyond the keyboard's 26 letters of the alphabet, numbers and punctuation marks. e.g., Word provides foreign language letters and symbols—all sorts of fun stuff.

Steps to insert Symbols :

- (i) In the symbol group on the Insert tab click the Symbol command button.

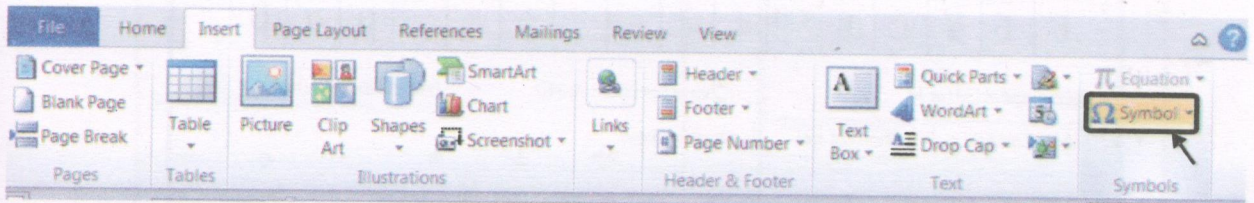
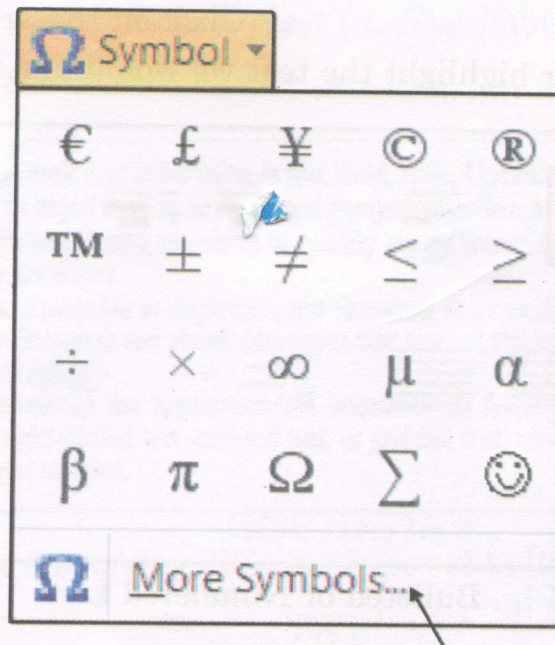
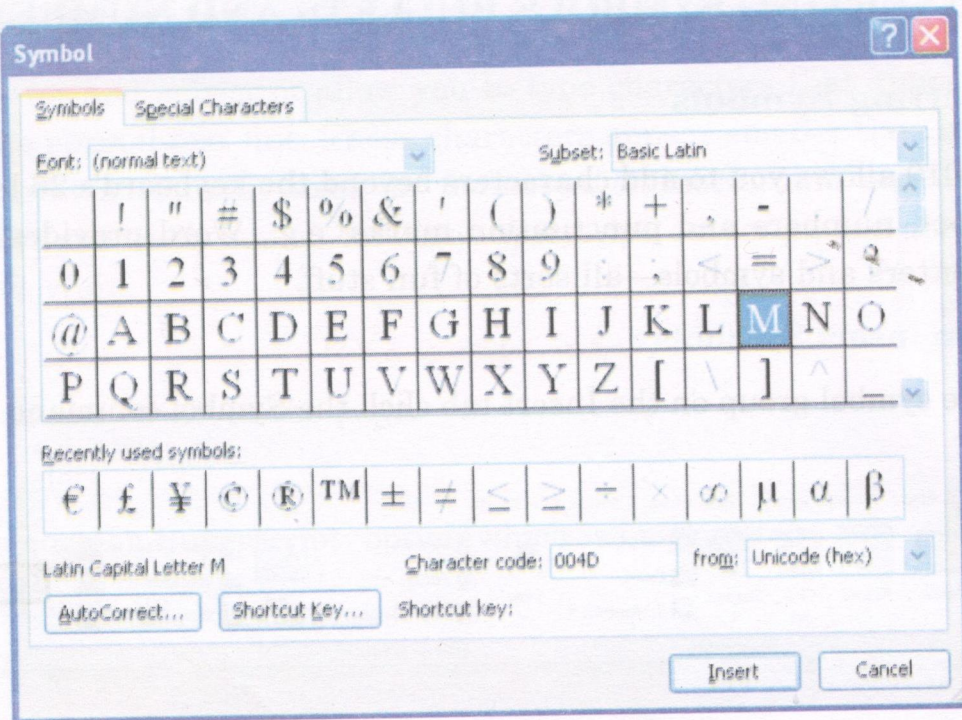


Fig. Displaying Symbol Option

- (i) A list of some popular or recently used symbols appears. Selecting a symbol from the menu inserts the special symbol directly into your text (where you currently have the insertion pointer), just like you insert any other character.





3.6.2 Inserting Bullets and Numbering

Bullets or numbers can be added quickly to existing lines of text, or Word can automatically create lists as we type. By default, if we start a paragraph with an asterisk or a number.

Insert Bulleted or Numbered List : Click on the area where we would like our list to appear or highlight the text we would like to be in a list.

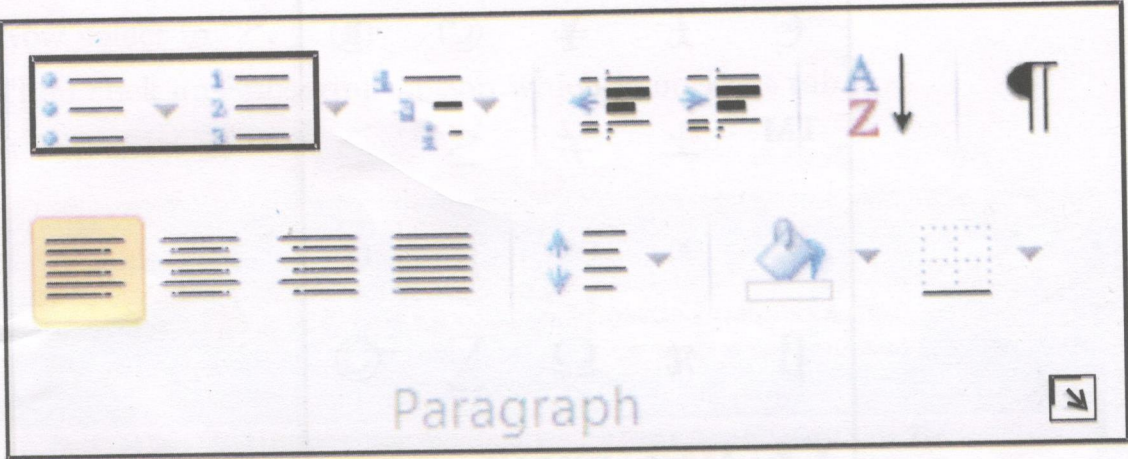


Fig. Bulleted or Numbered List

Do the following steps :

(i) Go to the Home tab, in the Paragraph group, click Bullets or Numbering.

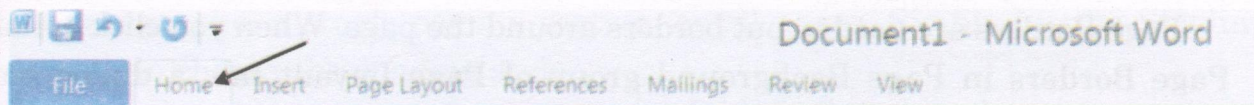


Fig. Home Tab

(ii) Bullets or numbers will be shown as below :

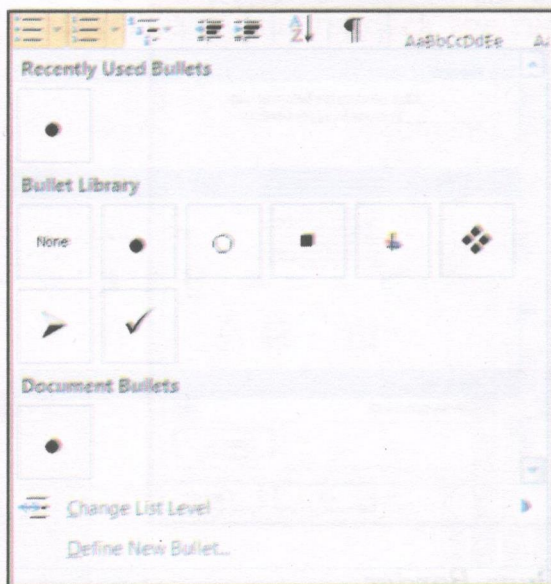


Fig. Bullets Style

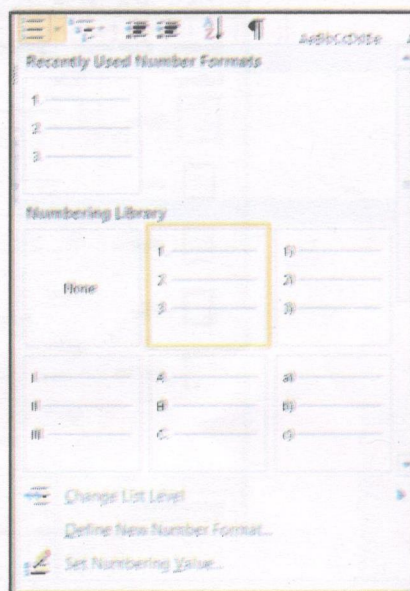


Fig. Numbering Style

(iii) Now select the desired one.

- There are three basic font styles using in text Bold, Italic, Underline.
- A text box is an object that lets us to put and type text anywhere in our file.
- The Format Painter feature allows us to quickly copy a format that we have applied to text already in our document.
- 1. A font is a set of printable or displayable text characters in a specific face and size.
- 2. We can grow (increase) and shrink (decrease) font sizes of text by clicking grow font option and shrink font option.
- 3. Alignment determines the appearance and orientation of the edges of the paragraph: left-aligned text, right-aligned text, centered text, or justified text, which is aligned evenly along the left and right margins.

Fig. Text displaying different types of bullets & Numbers

3.7 BORDER AND SHADING

3.7.1 Borders

Page Borders are used to put borders around the page. When you click option Page Borders in Page Background group of Page Layout tab, a dialog box appears as shown in the figure below:

Click on Page Layout → Page Border

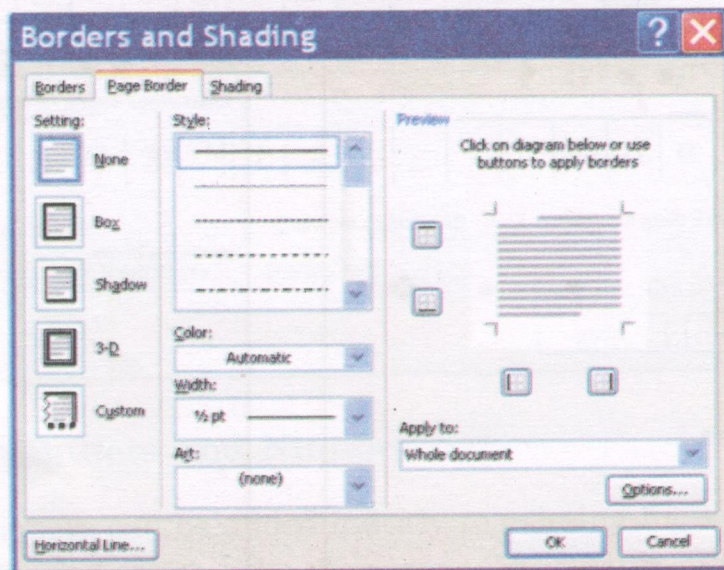


Fig. Page Border

You can also design your page border :

- (i) In the Setting, you can choose the border style you want.
- (ii) In the Style, you can click on the line style you want.
- (iii) In the the Color, Click the arrow and choose a border color.
- (iv) In the the Width, Click the arrow and choose the width for the border.
- (v) If you want a clip-art border instead of the borders provided under Style, click the arrow under Art and choose a border graphic.
- (vi) Next, click the arrow under Apply to and choose the suitable option as per your requirement.
- (vii) Click OK.

3.7.2 Shading

Borders and shading is a good feature of MS Word. You can apply a border, shading or both around a single word, a selection of words, a paragraph, group of paragraphs, a single page, a section, or all pages. Simply hit the Shading option to choose the shading style.

1. Select the word or paragraph that you want to apply shading to.
2. On the Home tab, in the Paragraph group, click the arrow next to Shading.
3. Under Theme Colors, click the required color.

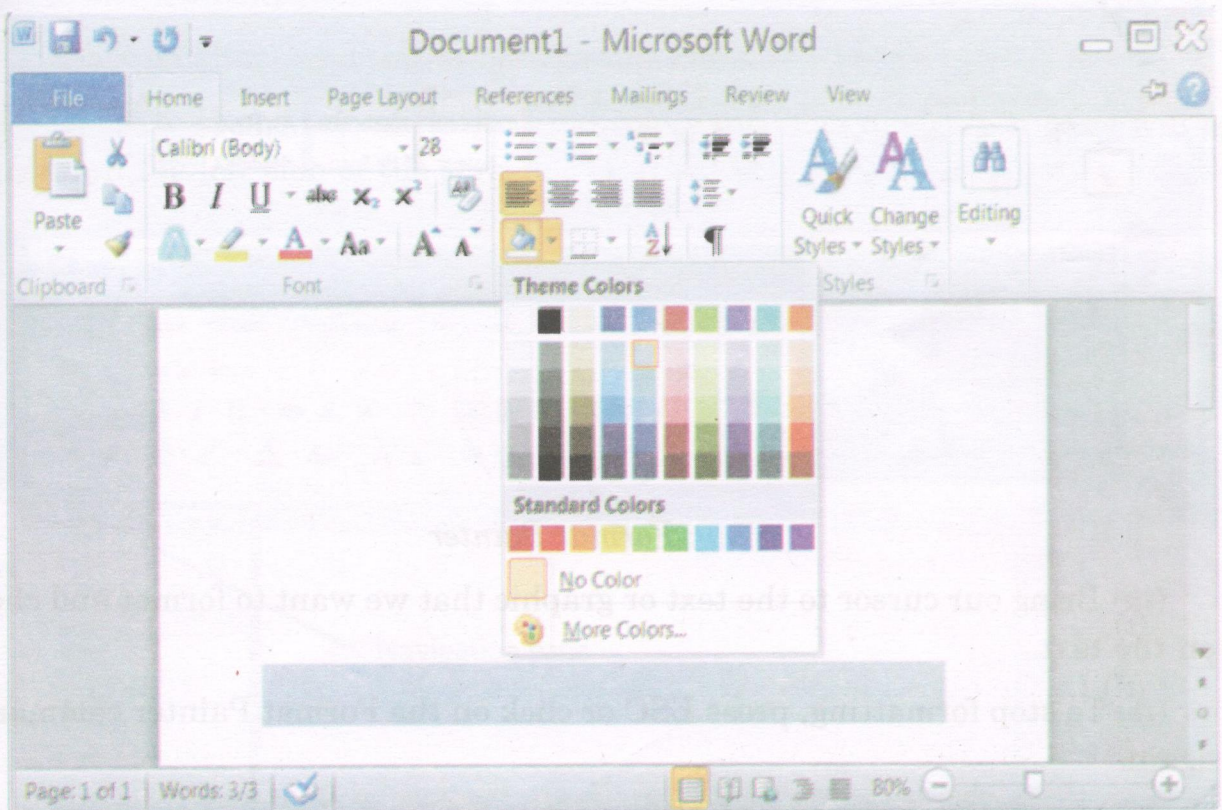


Fig. Shading

Note: If you want to use a specific color that is not a theme color, click a color under Standard Colors or click **More Colors** to find exactly the color that you want. Standard colors do not change when you change the theme colors for a document.

3.8 FORMAT PAINTER, FIND AND REPLACE, INSERTING TABLE

3.8.1 Format Painter

Format Painter option allows us to quickly copy a format that we have applied to text already in our document. Do the following steps :

- (i) Select the text or graphic that has the formatting that we want to copy.
- (ii) In the clipboard group, on the Home tab, single click Format Painter. The pointer will change to a paintbrush icon.

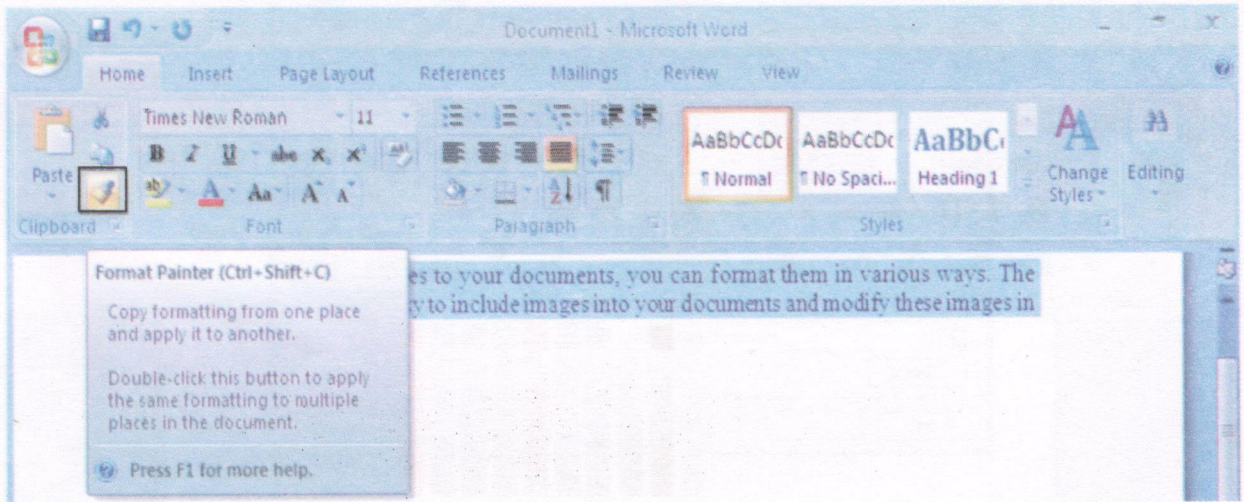


Fig. Format Painter

- (iii) Bring our cursor to the text or graphic that we want to format and click on the text.

- (iv) To stop formatting, press ESC or click on the Format Painter command again.

OR

Press Ctrl + Shift + C together from keyboard.

3.8.2 Find and Replace

When you work with longer documents, it is difficult and time consuming to locate a specific word or phrase. Word can automatically search your docu-

ment for specific word or phrase using the Find feature. It also allows us to change words or phrases using Replace.

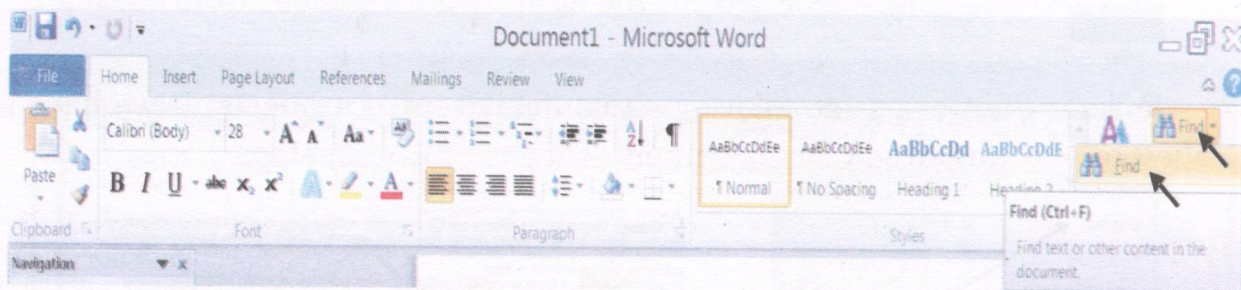


Fig. Find command in ribbon

Steps to find text :

Click on Home → Find → Navigation Pane

(i) Go to Home tab, click the Find command. The navigation pane will appear on the left side of the screen.

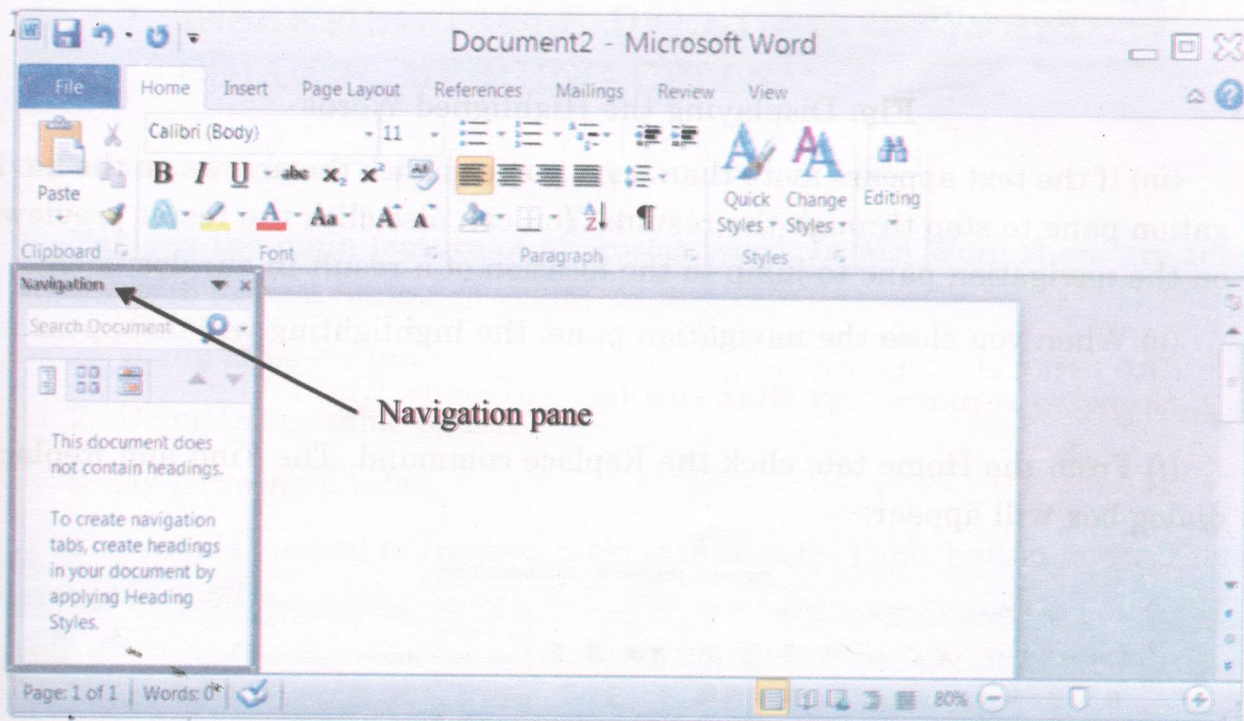


Fig. Displaying Navigation Pane

(ii) Type the text you want to find in the field at the top of the navigation pane.

(iii) If the text is found in the document, it will be highlighted in yellow, and a preview will appear in the navigation pane.

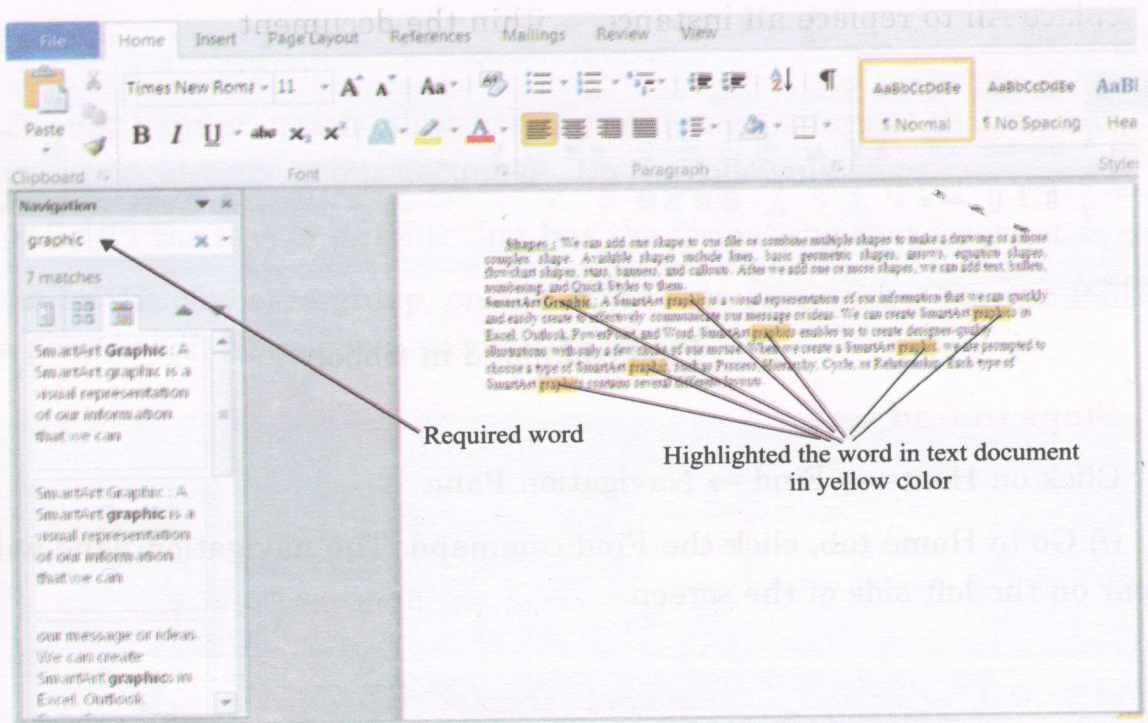


Fig. Displaying the Highlighted Words

(iv) If the text appears more than once, you can click the arrows on the navigation pane to step through the results. You can also click the result previews on the navigation pane to jump to the location of a result in our document.

(v) When you close the navigation pane, the highlighting will disappear.

Steps to replace text that you have already find :

(i) From the Home tab, click the Replace command. The Find and Replace dialog box will appear.

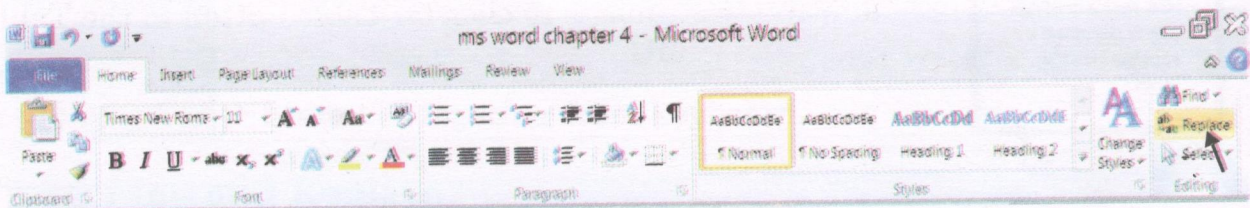


Fig. Replace command

(ii) Type the text you want to find in the *Find what* field.

- (iii) Type the text you want to replace it with in the *Replace with* field.
- (iv) Click *Find Next* and then *replace* to replace text. You can also click *Replace All* to replace all instances within the document.

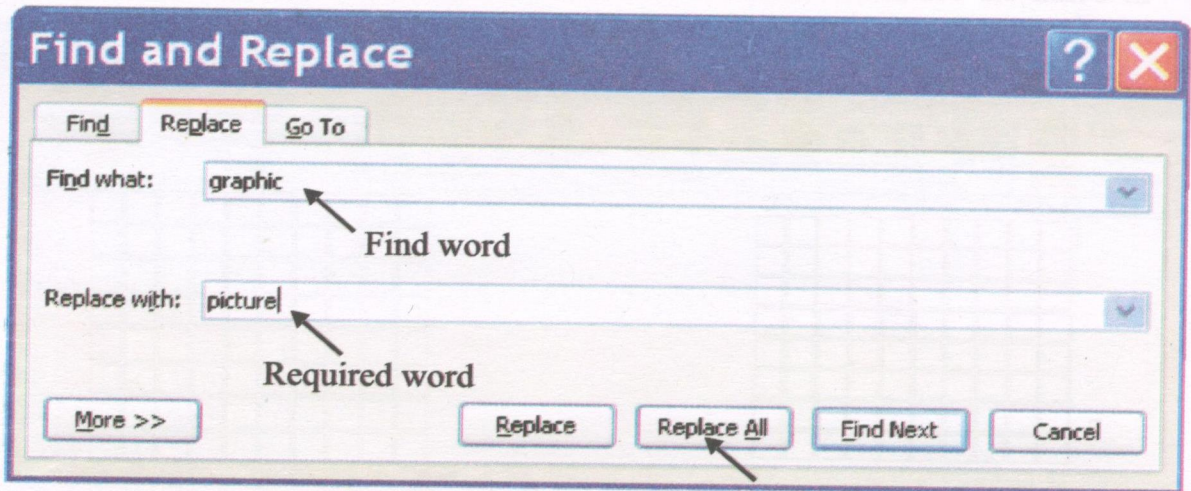


Fig. Displaying change the word graphic to picture

3.9 INSERTING TABLE, DELETING, ROWS AND COLUMN, MERGING CELLS

3.9.1 Inserting a Table

Table is the main feature of Microsoft Word. In MS Word there are three methods to draw a table :

1. Using table button.
2. Using insert table option.
3. By Drawing a table.

The simple method to create a table is to click on Table button in the Tables group on the Insert tab.

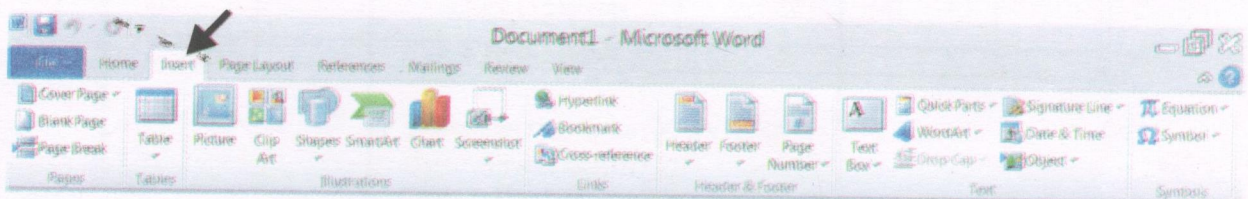


Fig. Insert Tab

(i) Using Table Button :

1. Click where you want to insert a Table.
2. Click on Table button in the Tables group on the Insert tab.

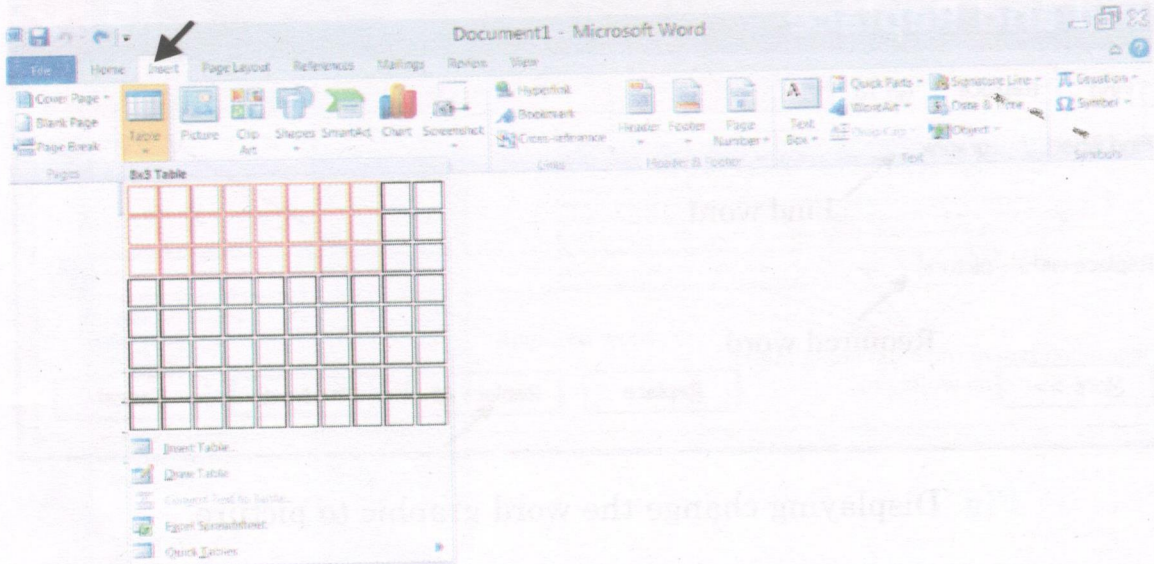


Fig. Using Table Button

3. Move the mouse pointer over the grid and cover the number of rows and columns you want in the table.
4. Then the table will be inserted.

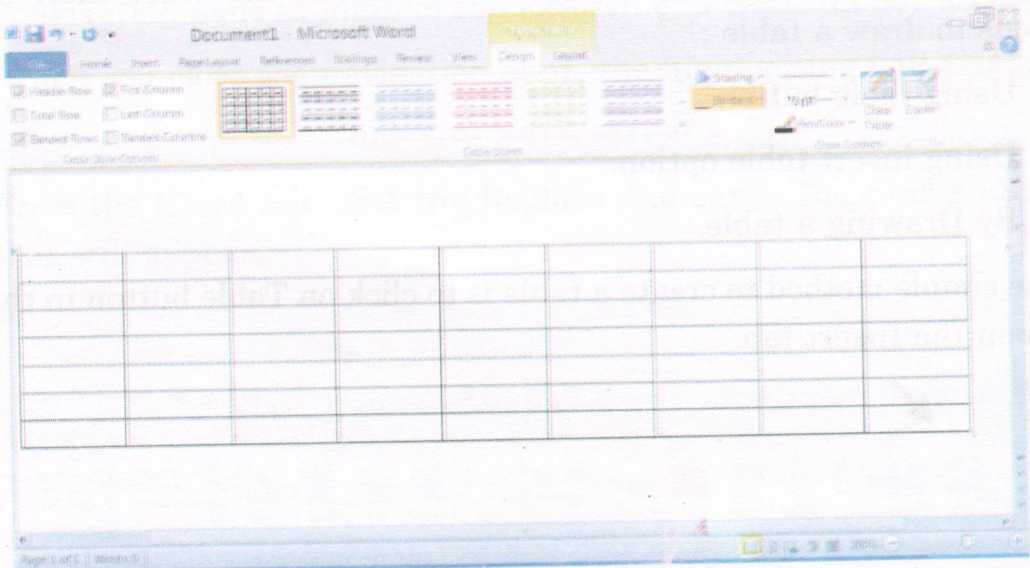


Fig. Inserted Table on Working Area

(ii) Using Insert Table Option :

1. Click on the Table button in the Tables group on the Insert Tab.

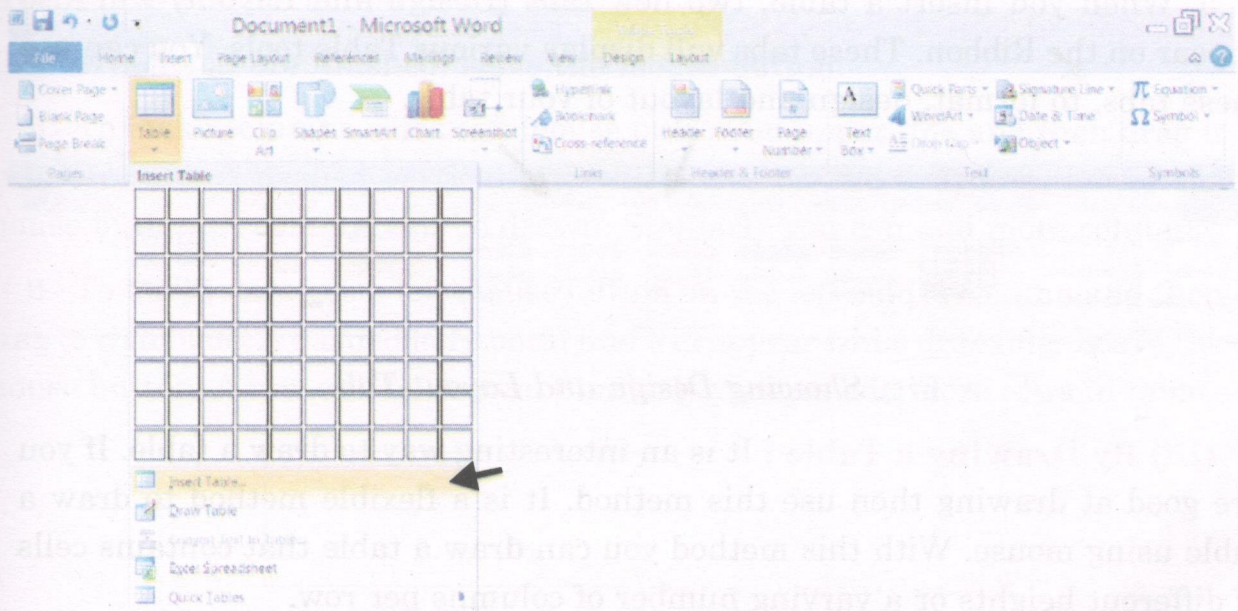


Fig. Using Insert Table Option

2. Click Insert Table.
3. The Insert Table dialog box will the appear.

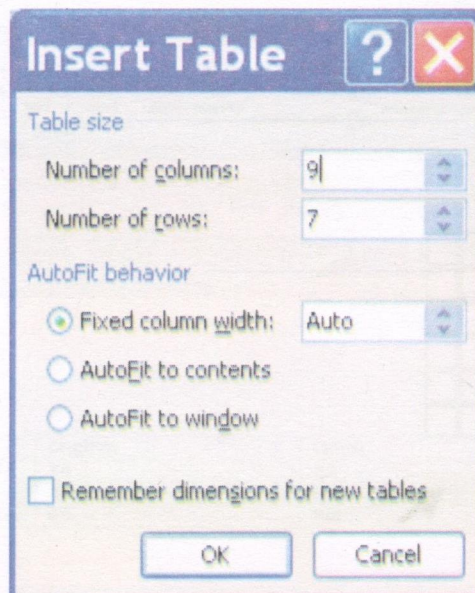


Fig. Insert Table Dialog Box

4. Mention the number of columns and rows in the Insert Table dialogue box and click OK button.

5. When you insert a table, two new tabs (Design and Layout) will also appear on the Ribbon. These tabs will display various Table tools. You can use these tabs, to format, design and layout of your table.

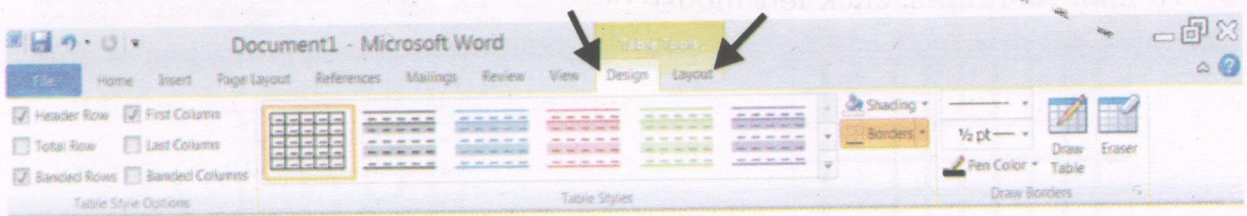


Fig. Showing Design and Layout Tab

(iii) By Drawing a Table : It is an interesting way to draw a table. If you are good at drawing then use this method. It is a flexible method to draw a table using mouse. With this method you can draw a table that contains cells of different heights or a varying number of columns per row.

Perform the following steps to draw the table :

1. Click on Insert Tab, click Table and then click Draw Table. The pointer changes to a pencil.

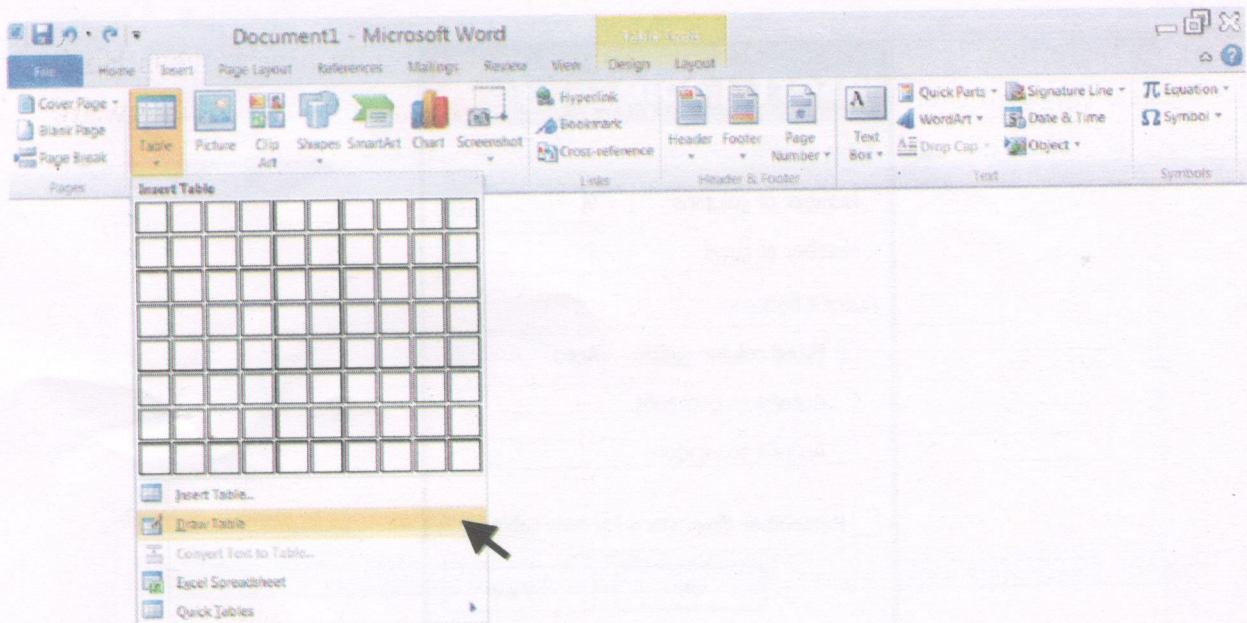


Fig. Draw Table Option

2. Go to the location in working where you want to draw your table.
3. Keeping in mind the size of the table, Click left mouse button and drag to draw the outside border of the table.
4. When you are finished, leave the mouse button.
5. To make columns, click left mouse button on upper line and then drag it to lower side. A dashed vertical line will appear while dragging. Leave the mouse button. A column will be drawn. Similarly you can add more columns.
6. To make rows, click left mouse button on the left side of column and then drag to right side. A dashed horizontal line will appear while dragging. Leave the mouse button. A row will be drawn. Similarly you can add more rows in table.

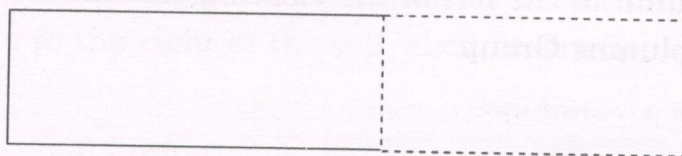


Fig. Drawing with the help of pencil

Entering Data

1. Select the cell by clicking on it.
2. Type the text.

To go to the next cell press Tab key. To go to the previous cell press Shift and Tab key together. You can also use arrow keys to move forward or backward in the table.

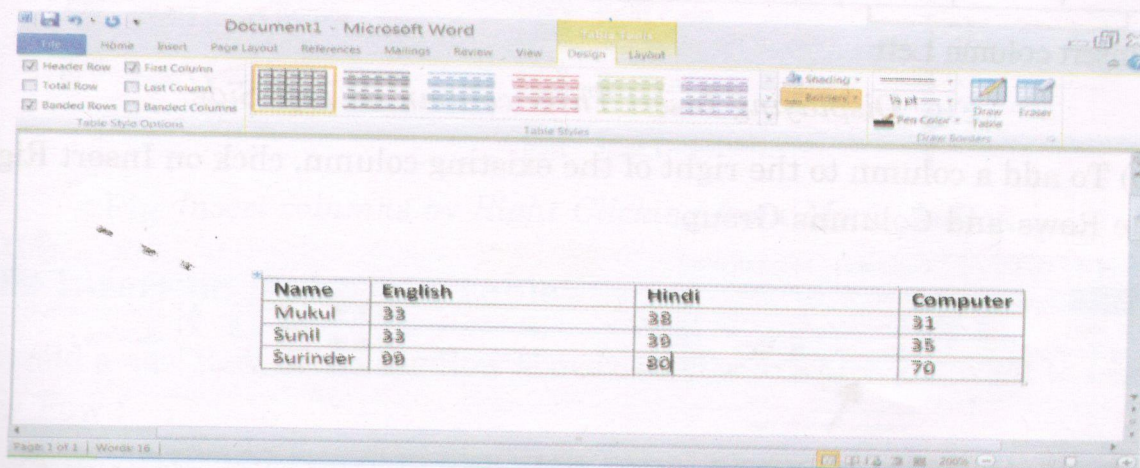


Fig. Entering Data

You can also make changes in the table after creating and entering data in it. You can insert rows, columns or cells to enter new data. You can also delete the unwanted columns or cells in a table.

3.10.1 Inserting columns in a table

You can add columns to right or left of the existing column. Perform the following steps to insert columns in a table :

1. Select the column adjacent to which you want to insert a new column.
2. Click on the top border of the column to select it.
3. Under Rows and Columns Group, on the Layout Tab, do one the following:

(a) To add a column to the left of the existing column, click on Insert Left in the Rows and Columns Group.

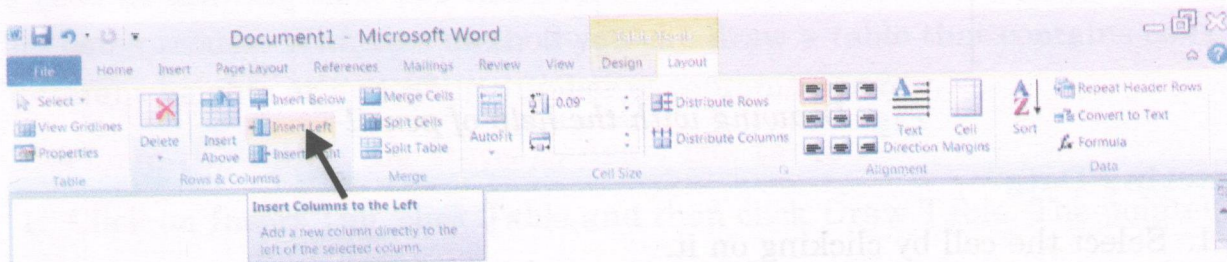


Fig. Displaying Column to the Left Option

			Name	English	Hindi	Computer
			Mukul	33	38	31
			Sunil	33	39	35
			Surinder	99	80	70

Insert column Left

Fig. Displaying Insert Three column on Left Side

(b) To add a column to the right of the existing column, click on Insert Right in the Rows and Columns Group.

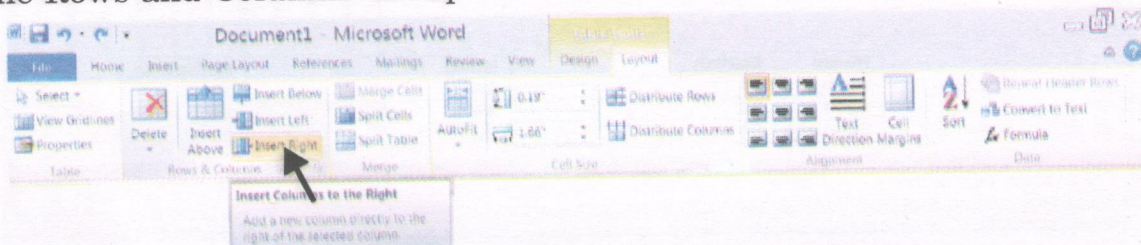


Fig. Displaying Columns to the Right Option

Name	English	Hindi	Computer				
Mukul	33	38	31				
Sunil	33	39	35				
Surinder	99	80	70				

Insert column right

Fig. *Displaying Insert Four column on Right Side*

You can also insert the columns by Right mouse button.

Perform the following steps :

1. Right click on the cell adjacent to which you want to insert a new column.
2. Click on Insert option.
3. To add a column to the left of the cell, click Insert Columns to the Left. Or to add a column to the right of the cell, click Insert Columns to the Right.

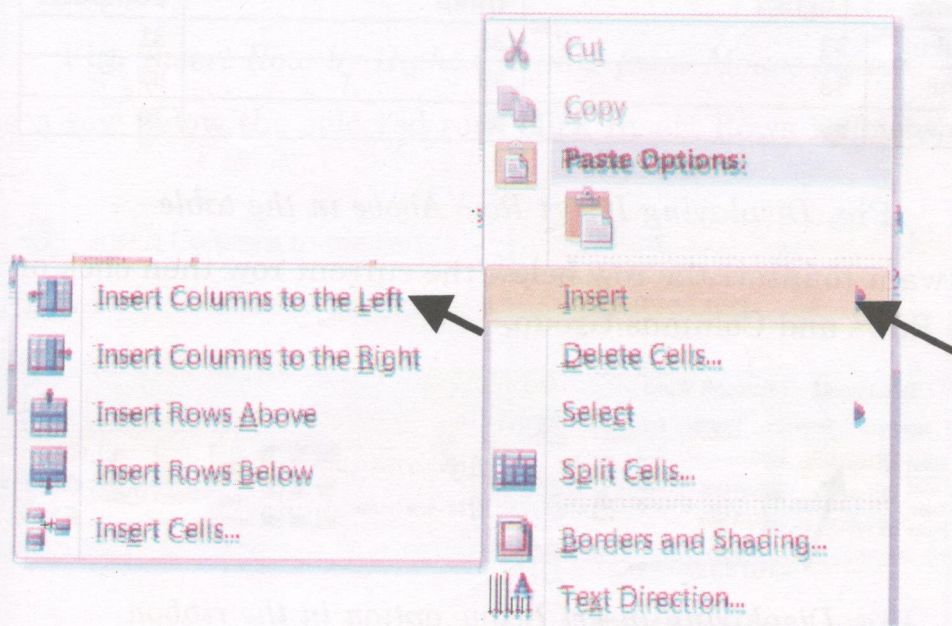


Fig. *Insert columns by Right Clicking from Mouse button*

3.10.2 Inserting Rows in a Table

To add a new Row, select the Row above or below to which you want to insert a new Row :

1. Click on the cell of the row to select it.

2. Under Rows and Columns Group, on the Layout Tab, perform one of the following steps to insert the rows in a table :

(a) If you want to insert the row above the current row then click on Insert Above in the Rows and Columns Group.

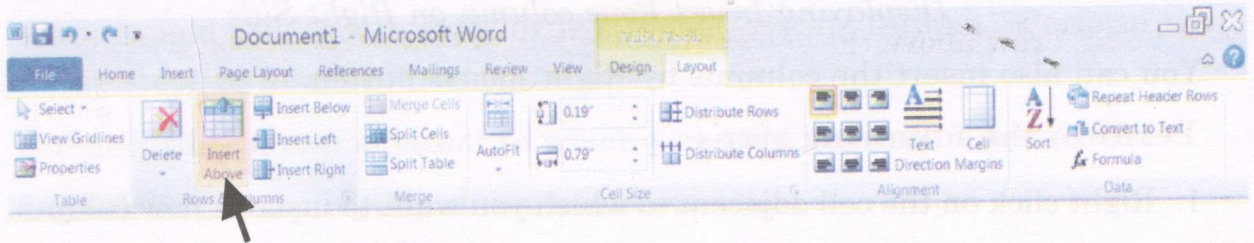


Fig. Displaying Insert Above option in the ribbon

Insert Row Above

Name	English	Hindi	Computer
Mukul	33	38	31
Sunil	33	39	35
Surinder	99	80	70

Fig. Displaying Insert Row Above in the table

(b) If you want to insert the row below the current row then click on Insert Below in the Rows and Columns Group.

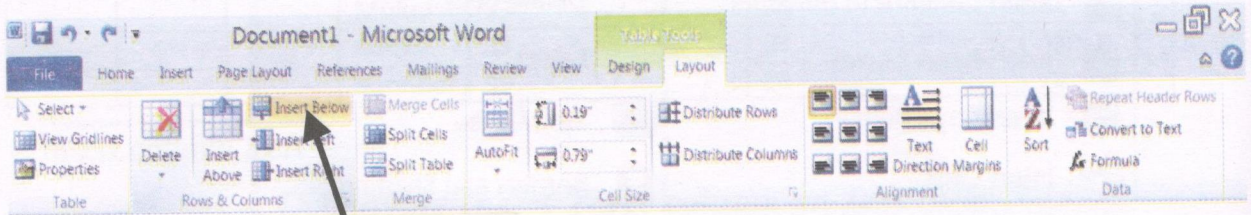


Fig. Displaying Insert Below option in the ribbon

Name	English	Hindi	Computer
Mukul	33	38	31
Sunil	33	39	35
Surinder	99	80	70

Insert Below

Fig. Displaying Insert Row Below in the table

You can also insert the rows by Right mouse button.

Perform the following to steps insert row :

- 1. Right click on the row who's above or below you want to insert a row.
- 2. Click on Insert option.
- 3. To add a row above the selected row, click on Insert Rows Above option.

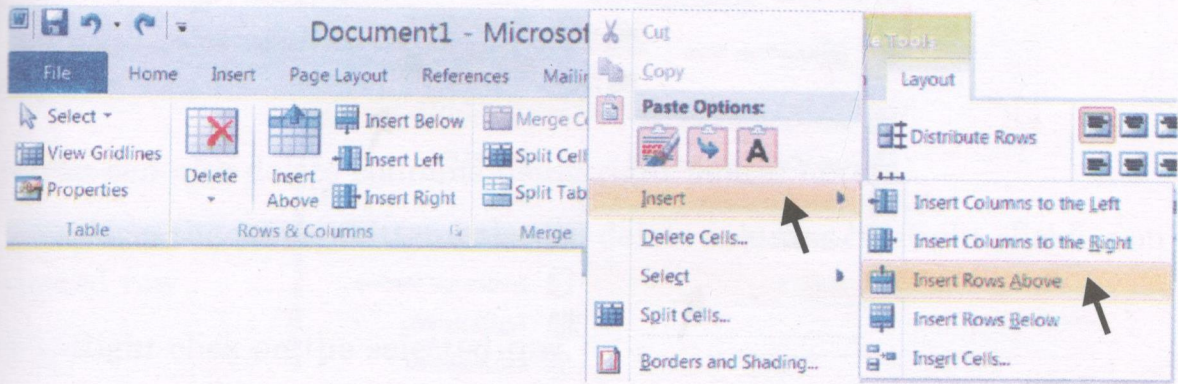


Fig. *Insert Row by Right Clicking from Mouse button*

To add a row below the selected row, click Insert Rows Below option.

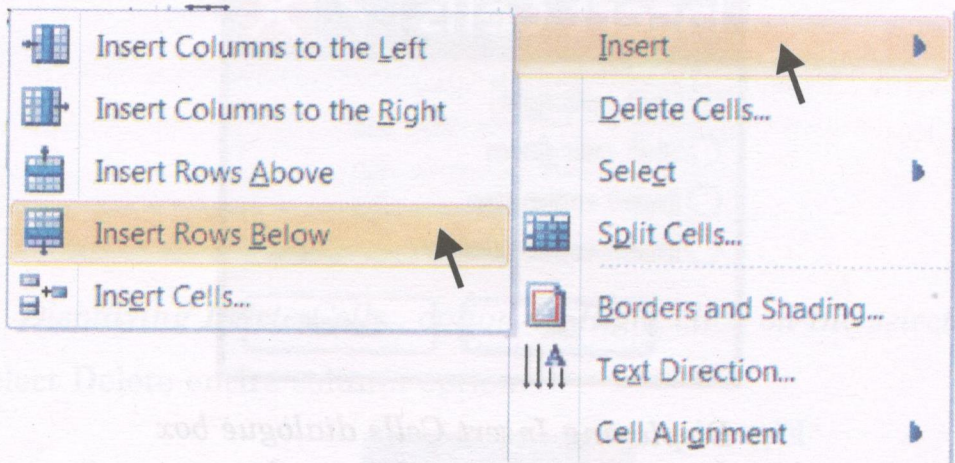


Fig. *Displaying Insert Rows Below option in the ribbon*

Name	English	Hindi	Computer
Mukul	33	38	31
Sunil	33	39	35
Surinder	99	80	70

] Insert Row Above

Fig. *Displaying Insert Row Above in the table*

Inserting a cell in a Table : You can insert a cell in a table by right mouse button.

Perform the following steps to insert a cell in a Table

1. Right click the mouse button click on Insert → Insert cells.. option.

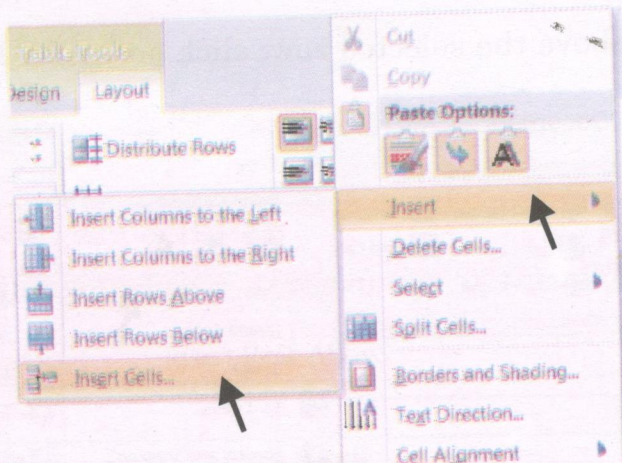


Fig. Displaying Insert cells option

2. The Insert Cells dialogue box will be appear.

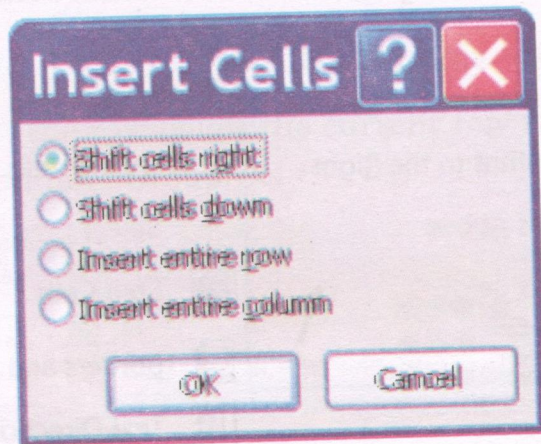


Fig. Displaying Insert Cells dialogue box

3. Select Shift cells right or shift cells down option.
4. Click OK.

3.10.3 Deleting Columns in a Table

Perform the following steps to Delete Columns:

1. Select the column which you want to delete.

2. Click on Delete → Delete Columns option in the Rows and Columns group.

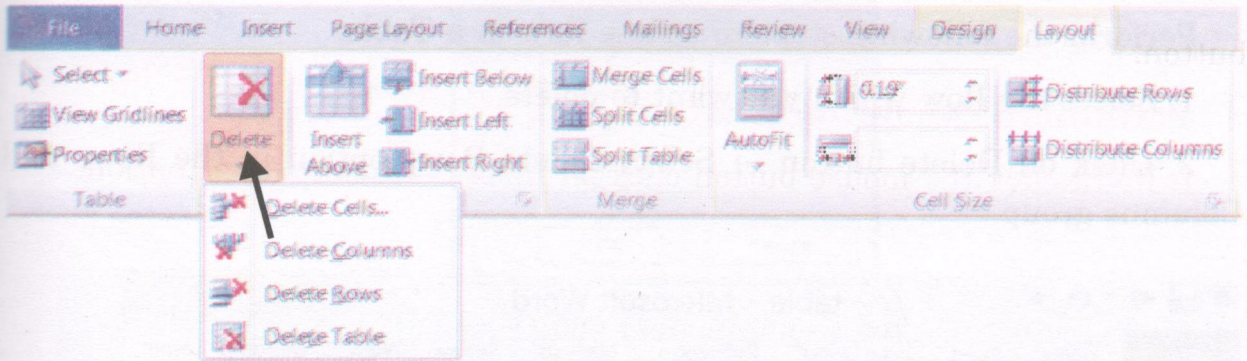


Fig. *Displaying Delete option in ribbon*

You can also delete columns using right mouse button.

Perform the steps written below to delete columns by Right clicking on the selected row :

1. Right click on the selected row.
2. Select the Delete Cell option.

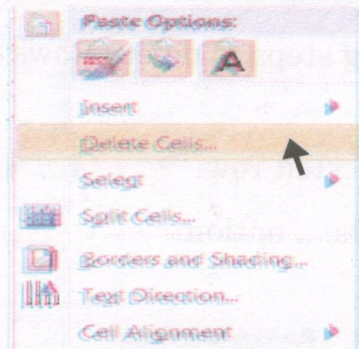


Fig. *Displaying Delete Cells.. option by Right click on the selected row*

3. Select Delete entire column option.

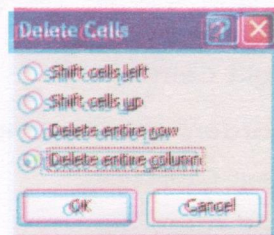


Fig. *Delete Cells dialogue box*

3.10.4 Deleting Rows in a Table

Perform the following steps to Delete Row in a Table:

1. Select the Row which you want to delete.
2. Click on Delete button → Select Delete Rows option in the Rows and Columns group.

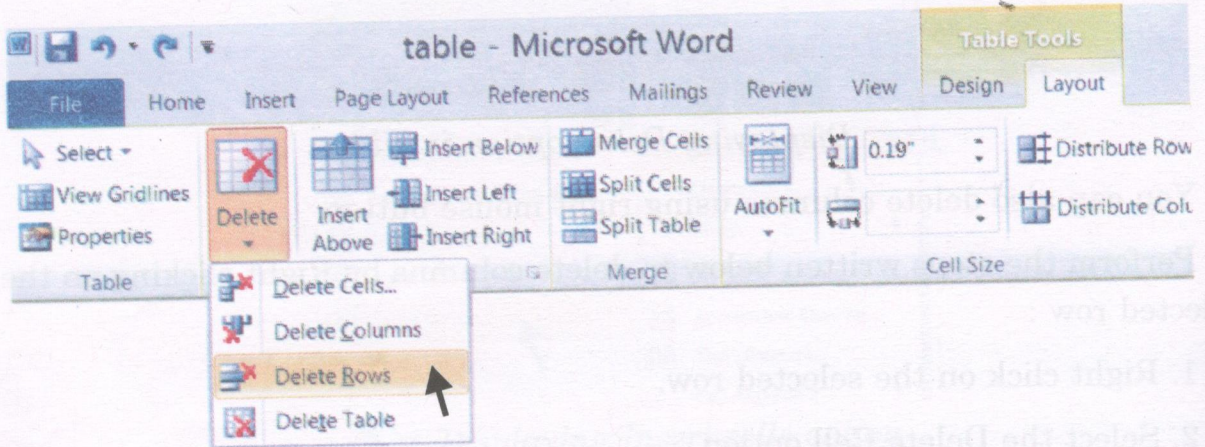


Fig. *Displaying Delete Rows option on ribbon*

(a) Perform the following steps to delete Rows by Right click on the selected Row:

1. Right click on the selected row.
2. Select the Delete Cells.... option.

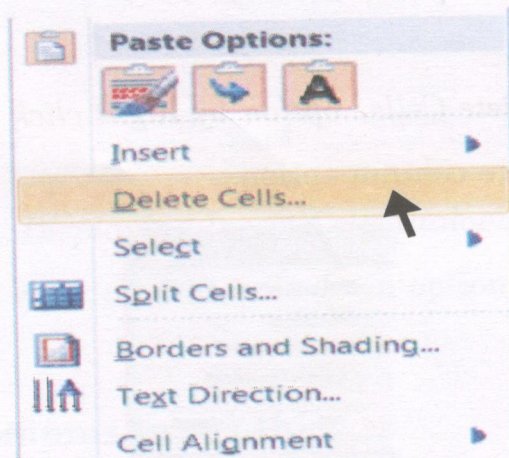


Fig. *Delete Cells option*

3. Select Delete entire rows option.

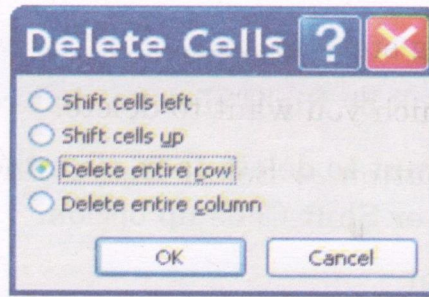


Fig. Delete Cells dialogue box

3.10.5 Deleting Cells in a Table

Perform the following steps to Delete Cells in a Table:

1. Select the cell which you want to delete.
2. Click Delete button → Delete Cells option in the Rows and Columns group.

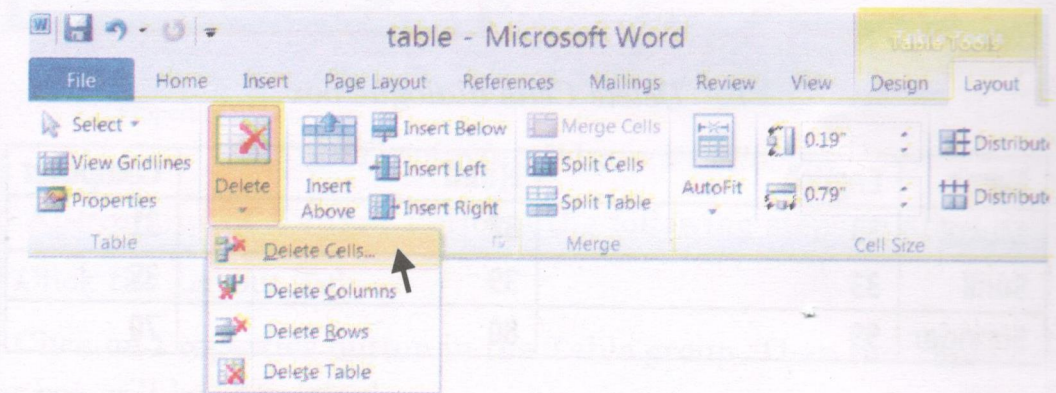


Fig. Displaying Delete Cells... in the ribbon

3. Delete Cells dialog box will open.

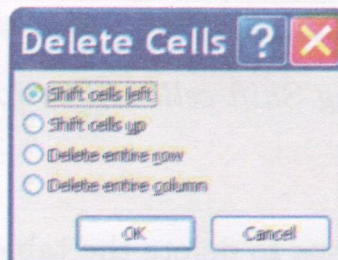


Fig. Delete Cells dialogue box

4. Select Shift cells left or Shift cells up option.

5. Click OK button.

You can also delete a cell by Right click on that cell.

1. Select the cell you want to delete then click the Delete Cells option and then select Shift cells left or Shift Cells up option.

2. Then click OK button.

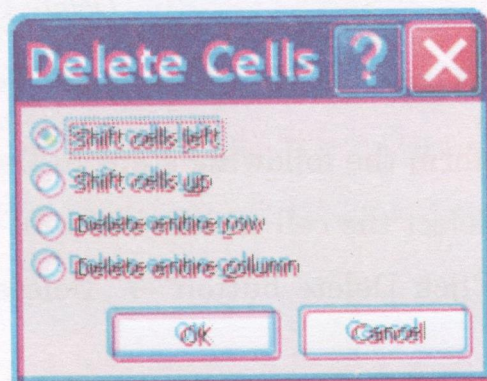
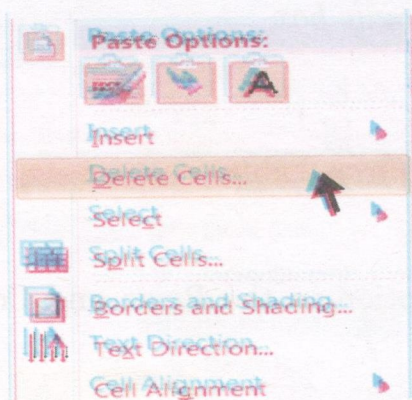


Fig. Delete Cells dialogue box

Name	English	Hindi	Computer
Mukul	33	38	31
Sunil	33	39	35
Surinder	99	80	70

Fig. Displaying normal table (Without using Shift cells left option)

Name	English	Hindi	Computer
Mukul	33	38	31
Sunil	33	39	
Surinder	99	80	70

Shift cells left

Fig. Using Shift cells left option in Table

3.10.6 Deleting Table

Perform the following steps to delete the table :

1. Take the cursor on any cell of the table.

2. Click on Delete → Delete Table option in the Rows and Columns group.

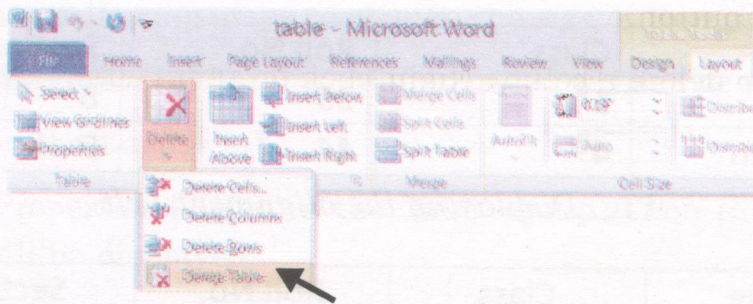
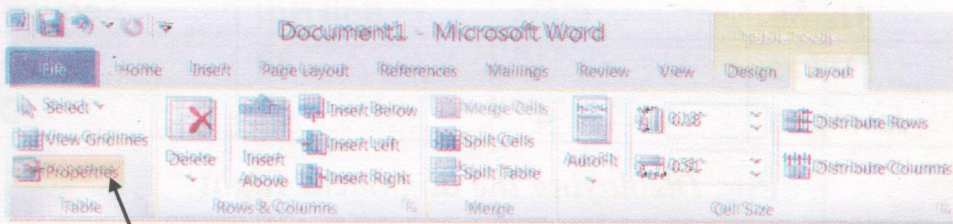


Fig. *Displaying Delete Table option*

3. The Table will be deleted from the work area.

Alignment of a Table :



Properties ribbon

Fig. *Displaying Properties Ribbon*

(i) Alignment of Table : Perform the following steps to align the table :

1. Click the Layout Tab.

2. Click on Properties button in the Table group. Then the Table Properties dialog box will be displayed.

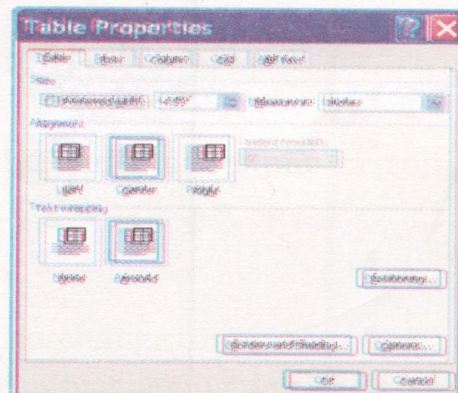


Fig. *Table Properties dialogue box*

4. According to requirement select right, left and center align.

Name	Class	Roll No.	Section
Vikas	1 st	33	B
Jasmeen	4 th	44	D

Fig. Displaying the alignment Left

Name	Class	Roll No.	Section
Vikas	1 st	33	B
Jasmeen	4 th	44	D

Fig. Displaying the alignment Center

Name	Class	Roll No.	Section
Vikas	1 st	33	B
Jasmeen	4 th	44	D

Fig. Displaying the alignment Right

5. Click OK button.

You can also use another method to align the table by clicking the Right mouse button and then selecting Table Properties option.

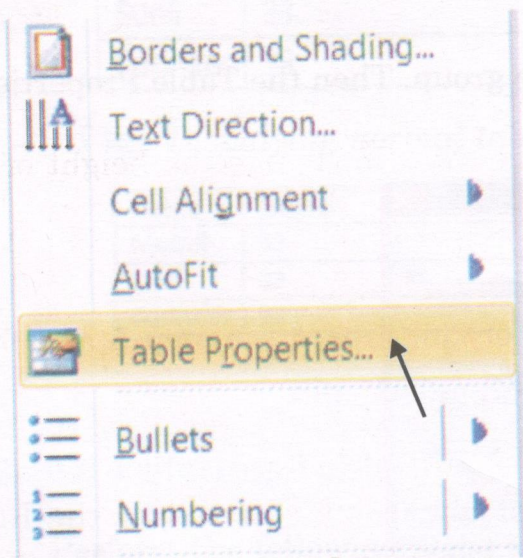


Fig. Right click option

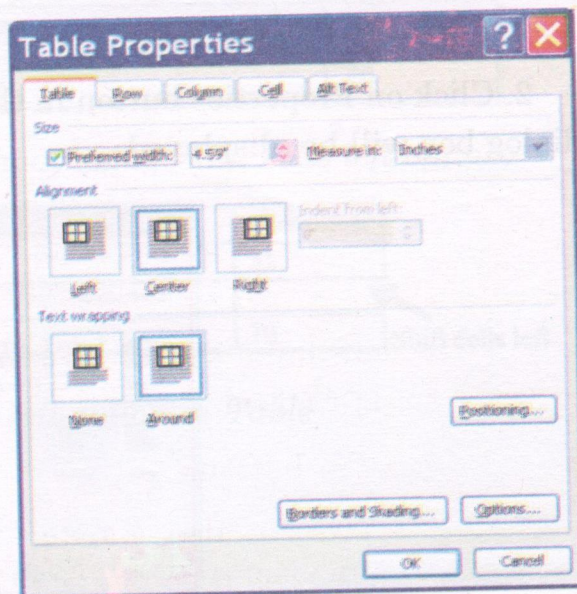


Fig. Table Properties dialogue box

Changing the size of Row, Column or Cell

Perform the following steps to change the size of Row, Column or Cell :

1. Place the cursor in that row, column or cell whose size you want to change.
2. Click on the Layout tab.
3. Click Properties button in the Table group. Then the Table Properties dialog box will be displayed.
4. To change the size of selected row, select Row tab.

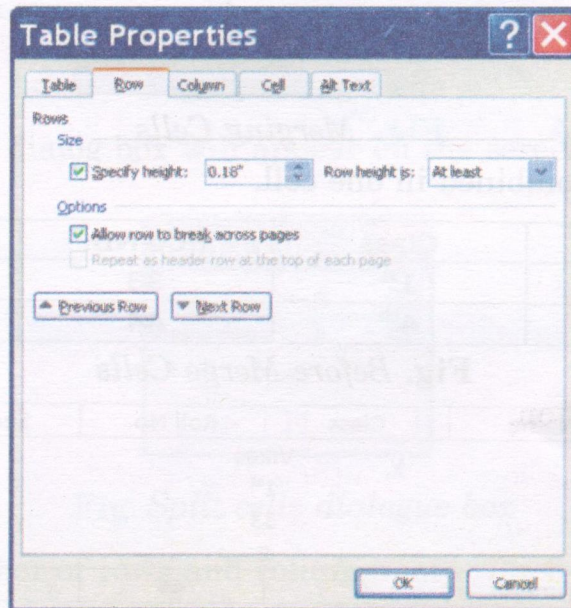


Fig. *Table Properties dialogue box*

5. Click on Specify height check box in order to change the height of the row.
6. Enter the height of the row.
7. To determine the width of column or cell repeat the step 5 and 6 for Column and Cell tab.
8. Click OK button.

Note : You can also change the size of row, column or cell by the Right Clicking on the cell then by clicking on the Table Properties option. The Table Properties dialog box will be displayed and you can change accordingly.

Merging Cells

You can also merge two or more cells to make one cell to give it a better look. The steps to merge cells are given below :

1. Select the cells you want to merge. Click the Layout tab.
2. Click on Merge Cells in the Merge group.

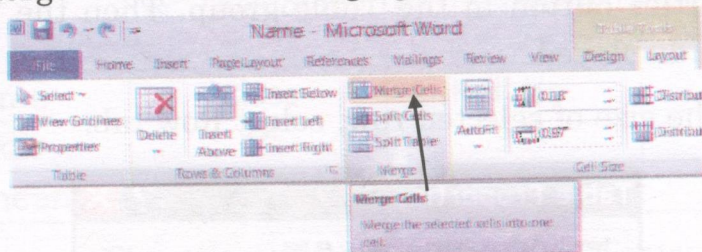


Fig. Merging Cells

3. The data gets combined in one cell.

Name	Class	Roll No.	Section
Vikas	1 st	33	B
Jasmeen	4 th	44	D

Fig. Before Merge Cells

Name	Class	Roll No.	Section
	Vikas 1 st 33 B		
Jasmeen	4 th	44	D

Fig. After Merge Cells

3.10 SPLITTING CELLS

3.10 Splitting Cells

You can split a cell into two or more cells. Perform the following steps to Split a Cell :

1. Select the cell you want to split.

Name	Class	Roll No.	Section
Vikas	1 st	33	B
Jasmeen	4 th	44	D

Fig. Select the cell

2. Click on Layout tab.
3. Click on Split Cells button in the Merge group.

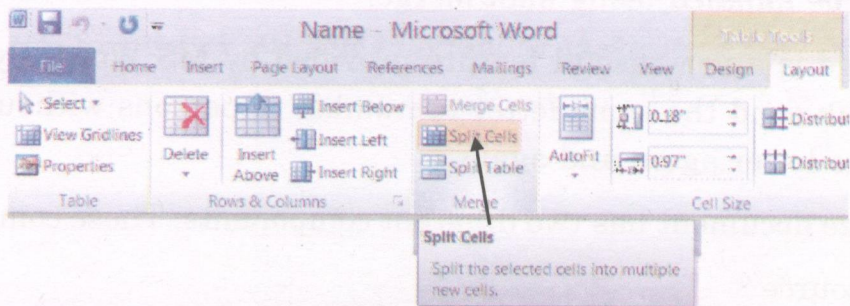


Fig. Splitting Cells

4. The Split Cells dialog box will appear on the screen.

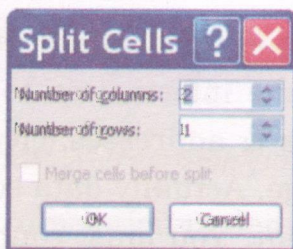


Fig. Split cells dialogue box

5. Enter the number of rows and columns into which you want to split the selected cell.
6. Click OK button.

Name	Class	Roll No.		Section
Vikas	1 st	33		B
Jasmeen	4 th	44		D

3.11 Mail Merge

Many times it is required to send the same content of a letter to different people. Specially in working environment, there are situations when a same letter or document is to be sent to many persons who live at different locations. The letter may contain the address of each recipient and the standard

information. One way of doing this is to print the letter by changing the address each time in the letter or document. But this is a time consuming process. Such problem can be handled using mail merge.

Mail merge is a very useful feature provided by MS Word. By using mail merge you can send the same letter to number of persons without typing the content of the letter again and again.

Mail merge document has two different components. These components are:

1. Data source
2. Main Document.

Mail merge feature is used to combine a data source with the main document.

Data source stores individual information. It is also called data file. Data source is a file that contains the information to be merged into a document. For example, the list of names & addresses, city, pin, telephone number etc. you want to use in a mail merge. Actually data source stores information to be brought into the main document. You must connect to the data source before you can use the information in it.

Main Document : Main document is the document that contains the text and graphics that are the same for each copy of the merged document. The information in the main document is same for all recipients.

Perform the following steps to send Mail to different addresses :

1. Click on the Mailing tab.
2. Click on the Start Mail Merge button.

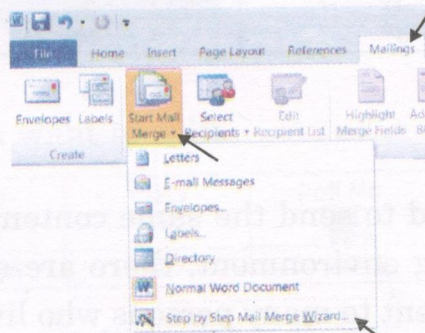


Fig. Mail Merge ribbon

3. Click on the Step by Step Mail Merge Wizard.
4. The Mail Merge task pane displays on the right side of the screen.

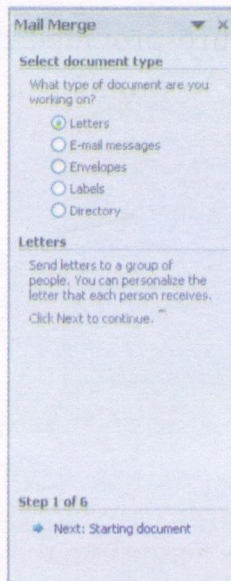


Fig. Mail Merge task pane

5. To create letters, select Letters option under the 'Selected document type' section.
6. Click on Next and then choose Use the current document option.
7. Click on Next : Starting document.

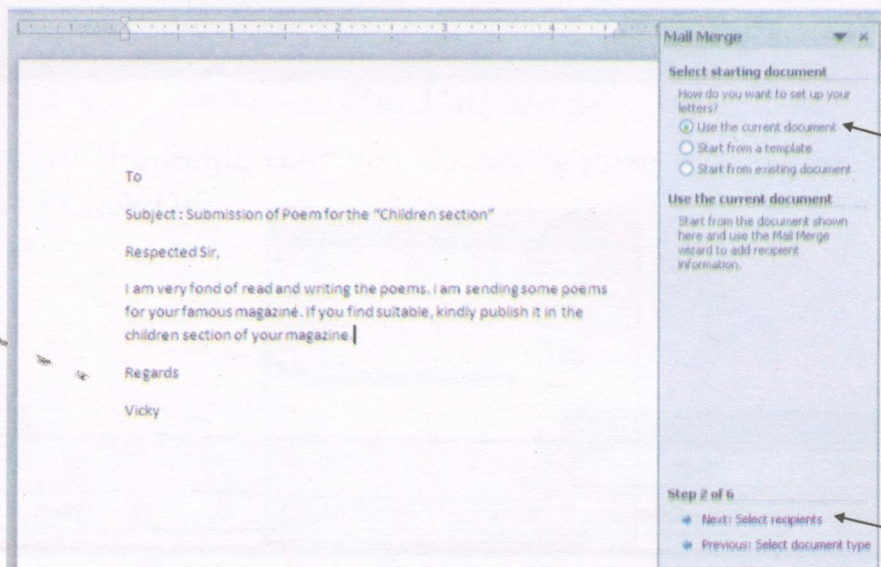


Fig. Mail Merge

8. Click on Type a new list.

9. Click on the Create...

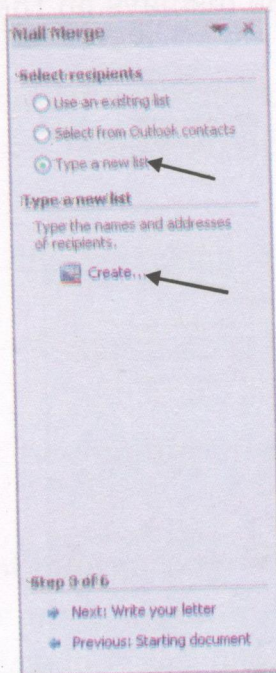


Fig. Mail Merge

10. The New Address List dialog box will display.

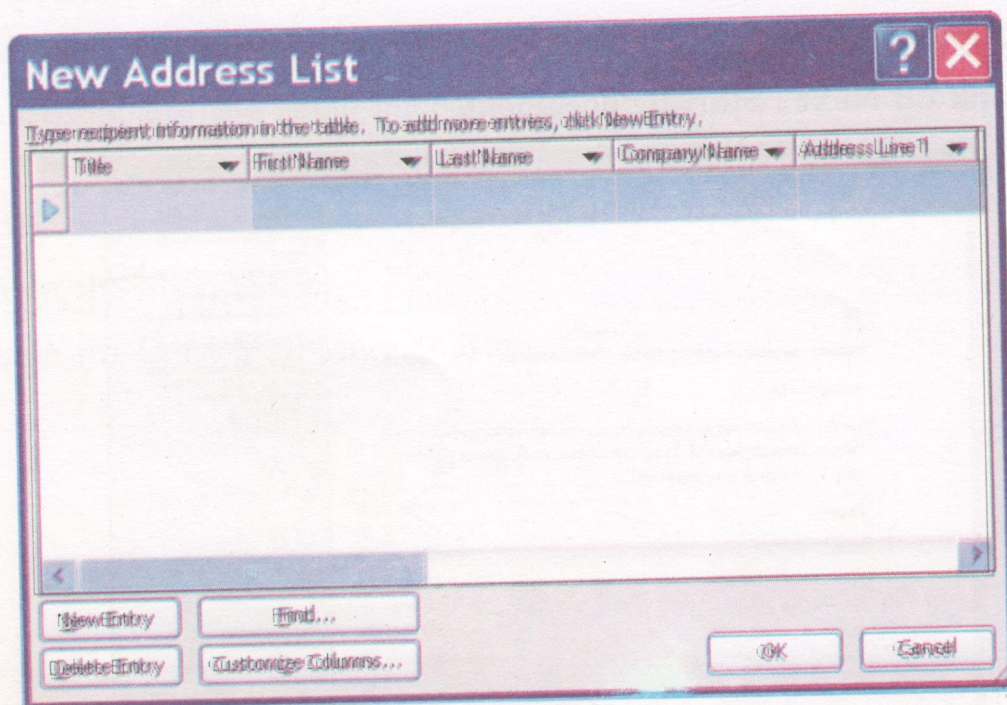


Fig. Mail Merge

11. Click on the Customize Columns button. Customize Address List dialog box will be displayed on the screen.

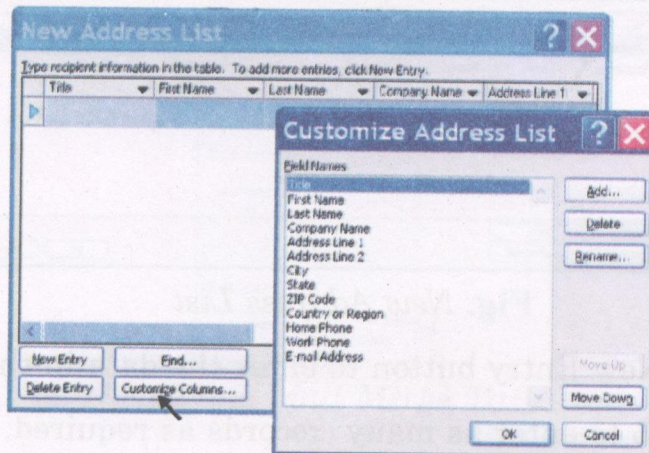


Fig. *Displaying New Address List dialogue box*

12. Click on Add... button (From Customize Address List dialog box) then Add Field dialogue box will display.

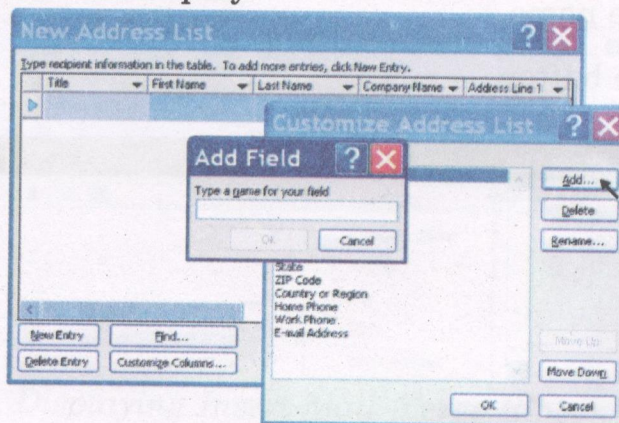


Fig. *Mail Merge*

13. Remove the fields that you do not require by clicking on the Delete button. Then Click OK.

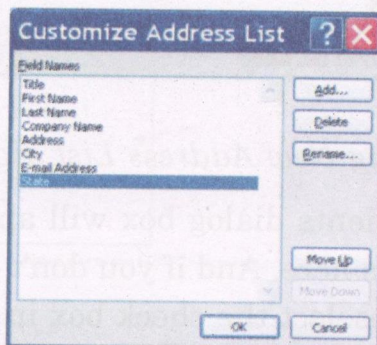


Fig. *Customize Address List dialogue box*

14. Enter the data in the respective fields in the New Address list box.

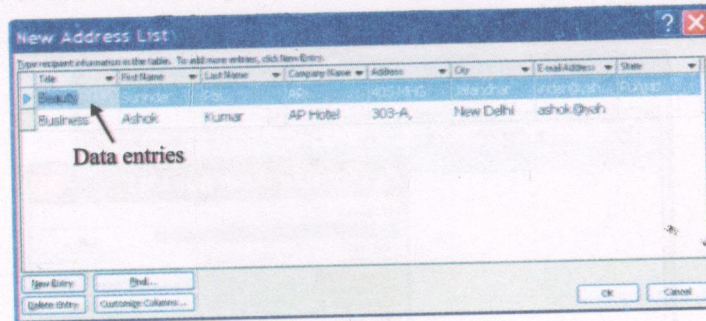


Fig. *New Address List*

15. Click on the New Entry button to enter the data in the new record.
16. Repeat step 15 to enter as many records as required.
16. Click on the OK button.
17. The Save Address List dialog box will be displayed on the screen.
18. Mention a file name.
19. Click on Save button.

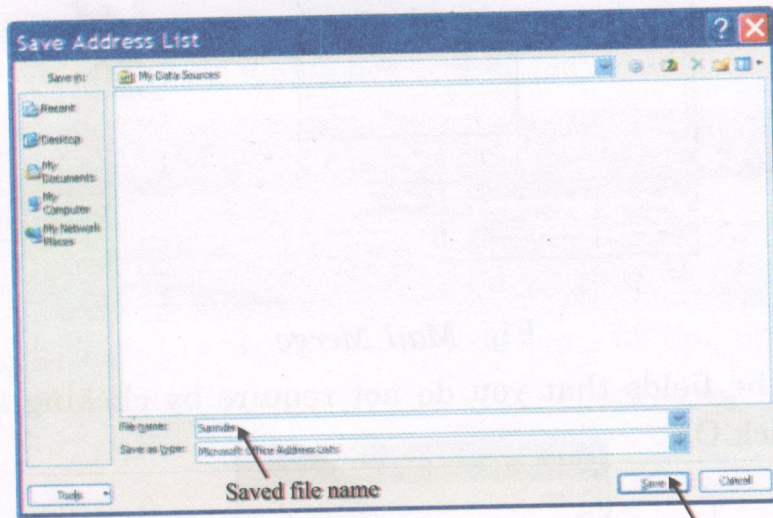


Fig. *Displaying New Address List dialogue box*

20. The Mail Merge Recipients dialog box will appear on the screen. You can see all the entered records here. And if you don't want to send the letter to a particular recipient then deselect the check box in front of that record.
21. Click on the OK button.

22. In the Task Pane, click on the Next : Write your letter button.

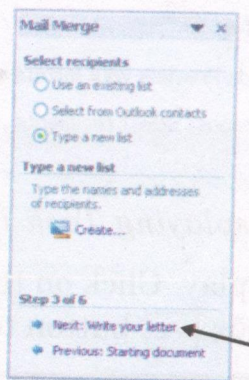


Fig. *Displaying Mail Merge Task Pane*

23. Position the cursor where you want to place the merge field.

24. Click → Insert Merge Field.

25. Click on the Field to insert.

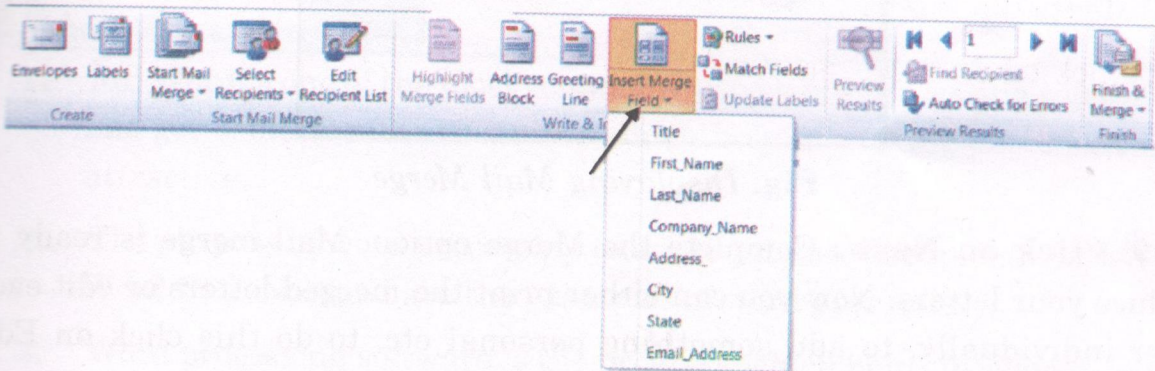


Fig. *Displaying Insert Mail Merge Ribbon*

26. Repeat 24, 25 and 26 steps to insert all fields at required places.

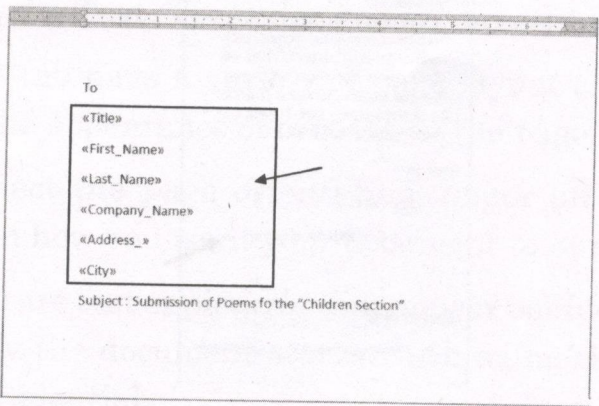


Fig. *Displaying Mail Merge*

27. In the Task Pane Click on the Next : Preview your letters

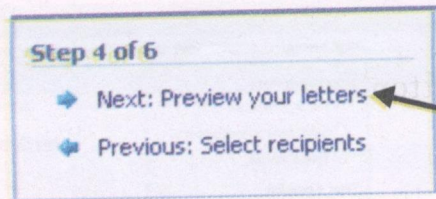


Fig. Displaying Task Pane

28. The first record will get display. Click on the Next  button to preview the next record and on the previous  button to preview the previous record.

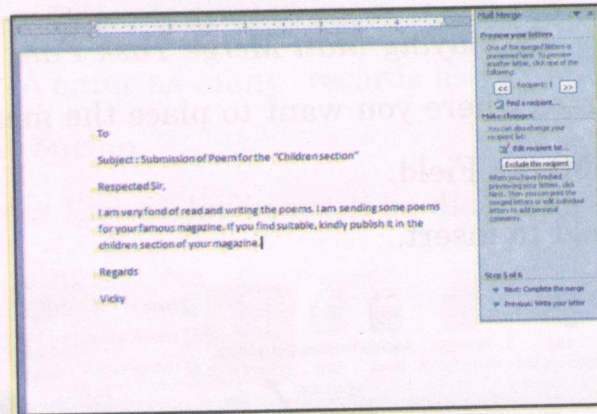


Fig. Displaying Mail Merge

29. Click on Next : Complete the Merge option. Mail merge is ready to produce your letters. Now you can either print the merged letters or edit each letter individually, to add something personal etc. to do this click on Edit individual letters option.

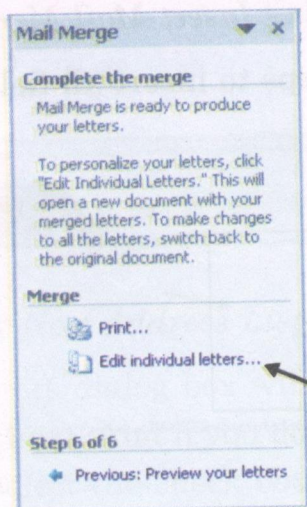


Fig. Displaying Mail Merge Dialogue box

30. The Merge to New Document dialog box opens.

31. Click on "All" option.

32. Click on the OK button.

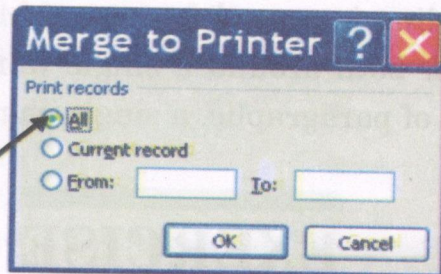


Fig. *Displaying Merge to New Document*

A new document will be created containing all the merged letters. This new document is called merged document.

Just Remember

1. MS Word is one of the most commonly used word processing software. It has got some excellent features which help in making document more attractive.
2. The purpose of word processing tool is to produce documents. MS-Word, Word Pad, Notepad are the examples of word processor.
3. Word processing software is the program which helps in typing, saving, printing, editing and formatting the document such as letter, reports, etc.
4. Word Art changes the text into a Drawing Item. Word Art contains designs to write Text. These designs are present in Word Art Gallery.
5. Page layout tab have a variety of page layout and formatting options that affect the appearance of content on the page.
6. You can select the page orientation, paper size, and page margins depending on how you want your document to appear.
7. Watermarks are text or pictures that appear behind document text. They often identify the document status, such as marking a document as a Draft or Confidential.

8. Superscript and subscript allow you to type characters that appear above or below the normal text line. These characters appear smaller than standard text, and are traditionally used for footnotes, endnotes, and mathematical notation.
9. Borders and shading is a good feature of MS Word. You can apply a border, shading or both around a single word, a selection of words, a paragraph, group of paragraphs, a single page, a section, or all pages.

EXERCISE

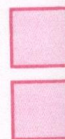


Fill in the blanks

- To select a whole word click on it.
(a) Single (b) Double (c) Triple (d) None of these
- The table button is present on the tab :
(a) Home (b) Layout (c) Insert (d) View
- We can change the width of a column by selecting the button in the table group.
(a) Select (b) View guidelines (c) Properties (d) View grid lines
- consist of mailing list.
(a) Data source (b) Merged document (c) All of these (d) None of these
- After inserting a shape a new tab will appear which is called
(a) Drawing tool format (b) Shape tool format
(c) Drawing shapes format (d) None of these

True or False

- Split cell option is present on the table group.
- The intersection of a column and row is called a cell.



3. Pictures and clip art can be inserted into a document from many different sources.
4. Clip art can be used to add special text effects to our document.
5. Dividing a cell into multiple cells is called splitting.



Short Answer Type Question

1. What is MS Word ?
2. Write the use of MS Word.
3. What is Word Processing ?
4. What are the steps to create resume with MS Word template ?
5. Write the steps to save a file.
6. How you will open a file ?
7. What is clip art ? What are steps to insert clip art ?
8. Write the steps to format page margin.
9. What is super script ? What are the steps for superscript ?
10. What are bullets and numbers ?
11. What is format painter ? How you will apply it ?
12. Write the steps to replace text that you have already find.
13. How you will delete rows in a table ?
14. What are the steps to split a cell into two or more cells ?

Long Answer Type Question

1. What is Word Processing ? What are it uses ?
2. How you will insert or copy picture into a document ?
3. What are water mark ? What are the steps to add a text water mark for document ?
4. What are borders and shading ? How you add border and shading in a page ?
5. Describe the methods to draw table in MS Word ?

6. What are the steps to delete cell in a table ?
7. How you will change the size of row, column or cell ?
8. What is mail merge ? What are the steps to send mail to different addres?

Answers Key

1. (b) Double, 2. (c) Insert, 3. (c) Properties, 4. (c) Data Source, 5. (c) Drawing shapes format

1. True, 2. True, 3. True, 4. False, 5. True

