

# \* Introduction to MS Word

## \* Explain opening screen in MS Word :-

You can open Word in several different ways depending on how you installed it. but the most common method is

Start → All Programs → MS. Office → Microsoft Word 2010.

Word opens, displaying screen as follows.

### ① Title Bar:-

Across the top of the screen, the middle section shows you the name of this document. The title bar shows Document1, until you have saved and named your work.

### ② Minimize, Restore & Close button:-

These upper right buttons give you one click way to work with the currently open window.

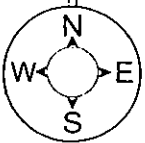
### ③ Ribbon:-

The ribbon shows the most commonly used buttons associated with a certain task.

### ④ Home:- It is divided into following sections i.e

1) Font tab 2) Paragraph tab 3) Styles 4) Editing etc.

### ⑤ Insert:- This tab allows you to insert following options that is pages, tables, Links Headers & Footers and inserting symbols.



### ⑥ Page layout:-

Here where you format your writing canvas and if you want give it themes, with button in there section, themes, page setup, page background, paragraph etc.

### ⑦ References:-

Here where you for.

This tab helps you work with long format documents. which contains table of contents, footnotes creation and index etc.

### ⑧

### ⑧ mailing:-

one of the great advantages of word processing is how easy it makes mass mailing.

### ⑨ Review:-

This tab allows you check your document to make sure its correct before sending out.

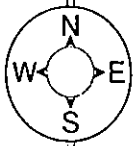
### ⑩ view:-

click the view tab for different ways of looking at your document.

### ⑪ Rules button:-

measure your document and shows indenting and tabs.







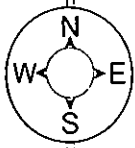
⑫ Scroll bar:-

It allows you up & down through your document.

⑬ Status Bar:-

It gives information about current document. It includes where page you're on and how many pages of words make up the document.

colibri (body) ▼	11 ▼	A ▼	A ▼	Aa ▼			
<b>B</b>	<u>I</u>	<u>U</u>	abc	X <sub>2</sub> X <sup>2</sup>	A ▼	<u>ab</u> ▼	<u>A</u> ▼
font							



## ★ Explain Font tab ★

The font group has to do with how character look. It is distinguished from the paragraph group where the formatting handles.

### 1) Bold :- Italic :-

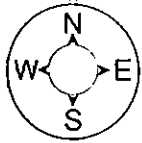
- These two button apply Bold or Italic formatting to text. When the insertion point is inside text that has been formatted as Bold or Italic, these button will be shaded.
- Bold and Italic are toggle formatting.

### 2) Underline :-

- Clicking on the underline button will underscore your text.
- Clicking the little triangle on the right will give you options for the type of underline you want.
- You can apply one type of underlining to a character.
- This is form character formatting so you could apply different types to different character in the same word.

### 3) Change case :- Note that small caps is not one of the options.

### 4) Highlighting :- Highlighting is not considered formatting in word. Highlighting can not be part of a style definition



### 5] Clear All Formatting:- Clear All Formatting:-

- Clear formatting, which will strip the effects of the other buttons in the font group from selected text.
- This is not accurate. It clears all direct formatting the same as using  $\text{Ctrl} + Q$ .
- It then changes the paragraph style to Normal style.

### 6) Font size:-

Click the font size in the font size box. You can also type in any size you want, within the following limits

### 7] Font style:-

When you begin a new document in word, you're usually using the a font style.

### 8] Strikethrough:-

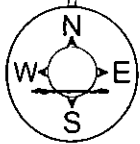
- Strikethrough is a font effect that causes text to appear as though it is crossed out.
- It used in HTML or CSS.

### 9] subscript:- The decrease the font size proportionally and lower or raise the baseline.

- subscript is a character (number, letter, or symbol) that is set slightly below or above the normal line of type.

### 10] superscript:-

superscript is character (number, letter or symbol) that is set slightly below or above the normal line of type.



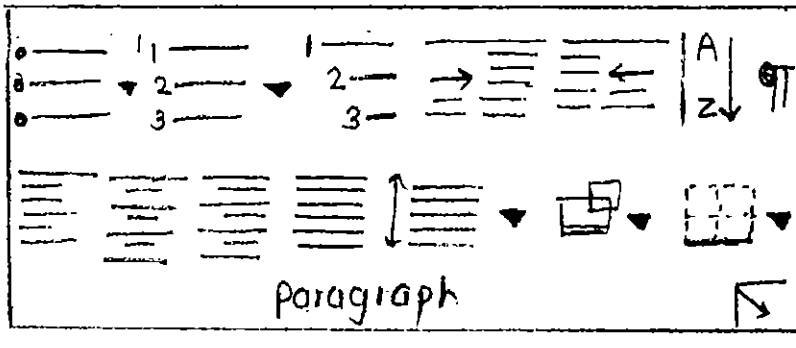
### 11] Text effect:-

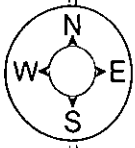
Text effect lets you apply word type art appearance to text in the body of your document. Unlike Word Art, Text effect can be applied using styles.

### 12] Font colours:-

You can change the colour of text in your word document.







### ★ Explain Paragraph tab:-

Paragraph is a series of sentences that are organized & coherent and are all related to a single topic.

#### 1] Bullets:-

Position the insertion point where you want the bullets to appear.

#### 2] Alignment:- (Left, Right, Center, Justified)

Alignment is a term used to describe how text is placed on the screen in relation to the margins. It is the four type of Alignment.

#### 3] Paragraph spacing:-

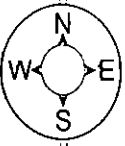
Paragraph spacing is the amount of white space between two paragraphs.

#### 4] Line spacing:-

Line spacing is the amount of white space between two lines of text.

#### 5] Shading:-

Shading is a gives them a background colour that updates when you switch to a different document theme. Its different from highlighting text, which has a very limited choice of colour & doesn't update th when you switch to another theme.



### 6] Borders:-

- Borders in a document are moderately comprehensive and allow you to create a clear-cut layout or decorative design.
- You can apply borders to things like paragraph, pages, table cells etc.

### 7] Sorting:-

Sorting tool always allow you to sort text a number of different ways in your document. You can sort tables, dates, paragraph etc.

### 8] Increase Indent:-

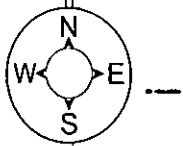
- By pressing the Increase indent button on the toolbar, the indentation function is called.
- The distance is increased between the current paragraph and the left page margin.

### 9] Decrease Indent:-

- By pressing the Decrease indent button on the toolbar, the indentation function is called.
- The distance is decreased between the current paragraph and the left page margin.

### 10] Colour:-

Apply shading to words or paragraphs, on the Home tab, in the paragraph group click the arrow next to shading.



## \* Explain table formatting

- Creating a table by highlighting the number of rows and column can be fast, but it limits the size of your table to a maximum of eight rows and ten columns.
- To create a table by defining a specific number of rows & columns.

1] Click the insert tab.

2) Move the cursor where you want to insert a table.

3) Click the table icon

4) Click insert table

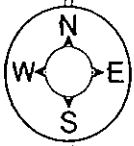
5) Click up or down arrow to define the number of column.

6) Click the up or down arrow to define the no of row

7) In the Auto fit Behaviour group, select one of the following radio button.

8) Click OK

9) Creating table in word with the mouse.



Tables organize text into rows & columns, which can make the text easy to type, edit, and format while spacing it correctly in your document. Tables organize text into cells, where a cell is the intersection of a row and a column.

#### \* Number of columns:-

In MS Word you can insert table with up to 63 columns, that is the limit to the number of columns allowed in a Word document.

#### \* Number of rows:-

A row is a series of data banks laid out horizontally in a table.

#### \* Fixed column width:-

- Fixed column width gives you control over column widths

- It is automatically resize to fit contents.

#### \* Autofit to content:-

Autofit is a feature in MS Word that automatically adjust the width or height of cell.

#### \* Autofit to windows:-

To fit content the columns to the text (or page margins if cells are empty) known Autofit to windows.

Insert table ? X

Table size

Number of column

Number of rows

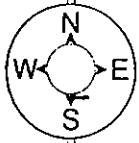
Auto fit behaviours

Fixed column width

Autofit to content

Autofit to window

Remember dimensions for new table



## ★ Header & Footer

- In typography and word processing, a page header is text that is separated from the text and appears at the top of a printed page.
- Headers & footers are typically used in multiple page documents to display descriptive information.
- They contain information such as: The Document Date, Name, time you created or revised the document, an author name, a graphic, a draft or revision number.
- Headers & footers are the top & bottom sections of the document respectively.
- They are separate sections from the main document and are often used to hold footnotes, page numbers, titles & other information.
- The basic steps to set up a header & footer are given below.

1) Insert tab select







2) Locate the Headers & footer group.

3) It shows Headers & footer commands.

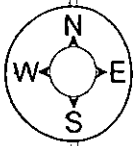
4) It displays as required click either Headers & Footer

5) It displays a list of built-in Headers or footer options.

6) select the desired option.

<input type="checkbox"/> Header ▾ <input type="checkbox"/> Footer ▾ <input type="checkbox"/> Page number Headers & footer	 Quick Part  Picture  Clip Art	 Goto Header  Goto Footer	<input type="checkbox"/> Different first page <input type="checkbox"/> Different odd & even page <input checked="" type="checkbox"/> Show document text	<input type="checkbox"/> ↓ 0.5 <input type="checkbox"/> ↑ 0.5 	<input checked="" type="checkbox"/> X Close Headers & footer
	Insert	Navigation	Option	Position	Close





### \* Explain custom Dictionary:-

MS Word can use multiple custom dictionaries to check the spelling of your documents. A custom dictionary allows you to supplement the main dictionary with additional words, such as name specialized technical terms, foreign words, spelling of some words.

create Dictionary by following step.

1) choose options from the tool many. Word Display the options dialog box

2) make sure the spelling & grammar tab is displayed.

3) click on the custom dictionaries button. Word Display the custom dictionaries dialog box.

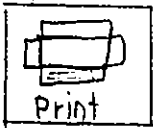
4) In the list of dictionaries, select the one you want to edit.

5) click on the modify button. Word Display a dialog box showing the words in the dictionary.

6) To add words, enter a word at the top of the dialog box and click add.

7) To delete words, select the word in the lists then click delete.

8) close all the open dialog boxes when you are done editing it.



Print

Copies:

Printer

Send to one note 2010 ▼

Printer properties

Setting

▼

Pages:

Print one sided ▼

collated ▼

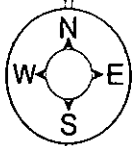
Portrait orientation ▼

Letter ▼

Normal margins ▼

1 Page per sheet ▼

page setup



## ★ Explain page setup ★

The user that help determine how a printed page will appear. Those parameters can include everything from the size, margins, page orientation, to quality of print. more plainly, its a many that allows users to customize the layout of a page.

### \* Page margin:-

A margin is the space between the text and the edge of your document. A margin is a space separating text or other elements from the edge of the paper commonly adjusted through the page setup. Most programs allow for the top, bottom, left and right margins to be set.

### Gutter / Gutter position:-

A gutter position & gutter is a setting adds extra space to the side margin or top margins of a document that you plan to bind.

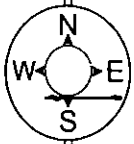
### \* Orientation:-

- Page orientation is the direction in which a document is displayed or printed.
- The two basic types of page orientation are portrait & landscape.

### \* ~~Preview~~ :- Preview:-

- In word processing, previewing refers to formatting a document for the printer, but then displaying it on the display screen instead of printing it.

Previewing allows you to see exactly how the document



### \* Step of Print :-








1) click file > Print

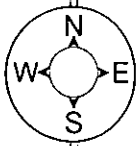
2) To print only certain pages.

3) To print only certain page, do one of the following

- To print the page shown in preview, select print current page.
- To print consecutive pages like 1-3, select custom print.
- To print individual pages and a range of pages (like page, 3 & pages 4-6) at the same time select custom print.

start mail merge ▼

	Letters
	Email message
	Envelopes
	Labels
	Dictionary
	Normal word document
	step by step mail merge wizard



### ★ Explain steps of mail merge

- mail merge is used to create multiple documents at once. These
- These documents have identical layout, formatting, text & graphics.
- The documents word can create with mail merge include bulk labels, letters, envelopes & mails.
- six steps to completing mail-merge.

#### 1] Select Document type:-

The first step is to select what word calls a document type in mail merge task pane. What kind of mail merge you want to undertake.

#### 2) Select a starting Document:-

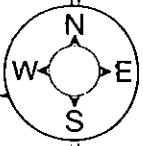
The address or other data you retrieve will land in the document you choose or create now.

#### 3) Select Recipients:-

- You can retrieve the data from a table in a word document, an access database table or query or contact list where you store your address.
- You can also create a new list for the data.

#### 4) Write/Arrange your Document:-

- you insert the merge fields, the part of the starting document that differs from recipient to recipient.
- word offers special tool for entering an address block - the recipient address, including his or her name, company



### 5] Preview your Document:-

You get chances to see what your ~~form~~ form letters, e-mail message, envelopes, labels will look like after they are printed or sent.

### 6) Complete mail merge :-

- Save the mail merge in a new document
- You get a new document that you can edit or print another day.

Index [?] [X]

Index

Print preview

	Type : <input checked="" type="radio"/> Indented <input type="radio"/> Run-in
A	columns: <input type="text" value="3"/>
Aristotle, 2	Language: <input type="text" value="English (U.S.)"/>
Aristoid belt.	

Right align page number

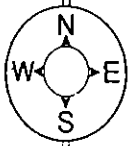
Tab leader :

Formats :

markentry Auto mark modify

OK cancel





### ★ Explain steps creating index :-

To create an index, you mark the index entries by providing the name of main entry & the cross reference in your document, and then you build the index.

- 1) Open a Microsoft Word document. MS Word lets you add an index to any document regardless of its length. Style all subject matter.
- 2) Click the References tab in Home. References toolbar allows you to create an index.
- 3) Click the Mark Entry button. It will open the following dialog box.
- 4) Click on Insert Index.
- 5) Click on OK button. Then click the Insert tab & select Page Break button.
- 6) Select Index Design from Format.
- 7) Change the no. of columns. You can increase the no. of columns in the Column box.
- 8) Click OK:- Making index entries automatically turn on the Show All Non-Printing Characters.

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## 2. Working with MS Excel

Page No. : 1  
Date : / /

VEDHA

Q Explain formatting rows & column in Excel :-

MS Excel is tabular format consisting of rows & columns.

- Row runs horizontally while column runs vertically.
- Each row is identified by row number, which runs vertically at the left side of the sheet.
- Each column is identified by column header, which runs horizontally at the top of the sheet.
- For MS-Excel 2010, Row numbers ranges from 1 to 1048576 in total 1048576 rows, and columns ranges from A to XFD in total 16384 columns.

\* Formatting Rows :-

Highlight Rows Based on a text criteria click the Home tab. In styles group, click on formatting. click New Rules. In the New formatting Rules dialog box, click on 'Use a formula to determine which cells to format'

\* Formatting columns :-

A column is a vertical series of cells in a chart.

Improve the display of column in share point lists with formatting. The column formatting text describes the elements that are displayed and their display style. Anyone who can create and manage view a list can access column formatting from the column settings.

Number	Alignment	Font	Borders	Fill	Protection	
--------	-----------	------	---------	------	------------	--

categories

General

Numbers

Currency

Accounting

Date

Time

Percentage

Fraction

Scientific

Text

Special

Custom

sample

General format cells have no specific number format

OK

Cancel

## \* Steps of formatting Rows & columns

- 1] Open your Microsoft Excel. Click the start button on the lower left corner of your screen and select All Programs from the menu.
- 2] select the specific cell or group of cells that you want to format.
- 3] open the format cell window
- 4] set the desired formatting options you want for the cell
- 5] save.

Q Explain Formulas & Functions In Excel:-

A formula is an expression which calculates the value of a cell. Functions are predefined formulas & already available in Excel.

**Formulas & Functions:-**

A formula is an expression that operates on values in a range of cells or a cell.

The most commonly formulas following below also fun's

1] **SUM**:- Excel most simple formula, sum allows you to add up the value of numbers in a row or column.

= SUM (B2: H2)

2] **Average**:- It's great for simple average calculations, and can also be used to calculate rolling average to smooth out data

3] **IF**:- This versatile functions is the foundation of logical formulas, which execute different commands depending on whether given conditions are met. (met)

4] **SUMIF**:- SUMIF extends the logical formulations within IF even further, allowing you take the sum of items in a range of values contingent upon a given external criteria.

5] **COUNTIF**:- Like sumif, countif extends logical formulations.

6] concatenate:-

Excel most basic string functions, concatenate allow you to combine two strings of text together. you can use it for a number of different purpose that requires. combining string.

Functions

7] max:- The max function can be used in a formula to find the highest value.

8] min:- minimum value within a set or range are easy to find using Excel min functions.

9] count:- The count function is an important tool used to count the number of numerical values in an array.

10] True & false:- use Excel true & false functions to evaluate logical statement.

11] Logical operators:- Logical operators within Excel enable you to evaluate whether statement are true using signs like equals, greater than, less than.

12] AND & OR :- Excel AND & OR functions allows you to check whether multiple logical statement are true.

13] NOT:- The NOT function is a simple to use logical function that reverses.

\* Sum Function:- It is used to aggregate value from selection of column & rows from your selected range and its calculate total of even number.

$$= \text{sum} (B_2 : G_2)$$

\* Min Function:-

This function calculate min value from given range of numbers

$$= \text{min} (A_1 : E_2)$$

\* Max Function:-

This function calculate largest value from (max value) given range

$$= \text{max} (D_4 : H_4)$$

\* Count :-

This function count the no of cells in a given range

$$= \text{count} (D_4 : H_4)$$

\* Average:-

This function return the average (arithmetical mean) of given no of range

$$= \text{average} (\text{TOTAL} / \text{no})$$

\* Countif:-

This function counts the no of cell within a range that mean the given condition & criteria

$$= \text{countif} (D_4 : H_4 " > 30 ")$$



\* Logical Function:-

1) AND Function:-

This function returns true if all the argument are true

= AND (condition)

= AND (A<sub>2</sub> > 10)

IF AND (B<sub>4</sub> > 30, C<sub>4</sub> > 30, D<sub>4</sub> > 30, E<sub>4</sub> > 30, F<sub>4</sub> > 30), 'Pass', 'Fail')

2) OR Function:-

This function return to any argument evaluated to true

= OR (condition)

= OR (A<sub>2</sub> >= 10)

3) XOR (NOT):-

It returns a logical exclusive of argument or NOT function changes true to false and false to true.

\* Date & Time Function:-

Date:- year, month, Day. To get the year of date, use the year function

= DATE (YEAR(A<sub>1</sub>) + 4, MONTH(A<sub>1</sub>) + 2, DAY(A<sub>1</sub>) + 9)

Time:- To add number of hours, minutes & sec use the time function

= TIME (Hour(A<sub>1</sub>) + 2, Minute(A<sub>1</sub>) + 10, sec(A<sub>2</sub>) + 70)

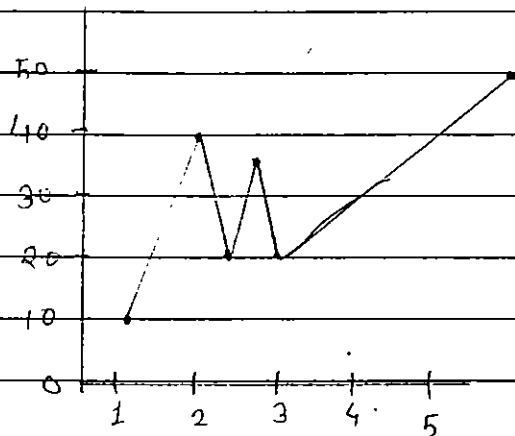
= 2 hours, 11 min, 10 sec.

Q Explain Types of Chart in Excel :-

\* A chart is a graphical representation of data, in which the data is represented by symbols, such certain types of charts are more useful for presenting a given data set than others.

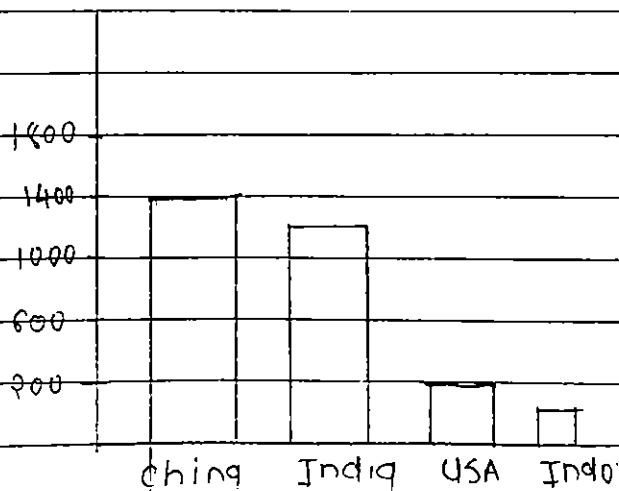
1] Line chart :-

The line chart is one of the most frequently used chart types, typically used to show trends over a period of time.



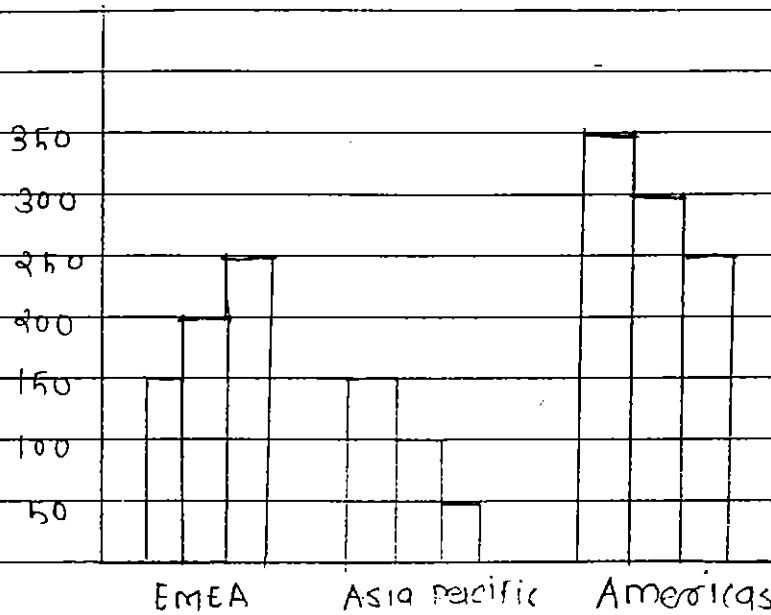
2] Column chart :-

column chart are typically used to compare several items in a specific range of value.

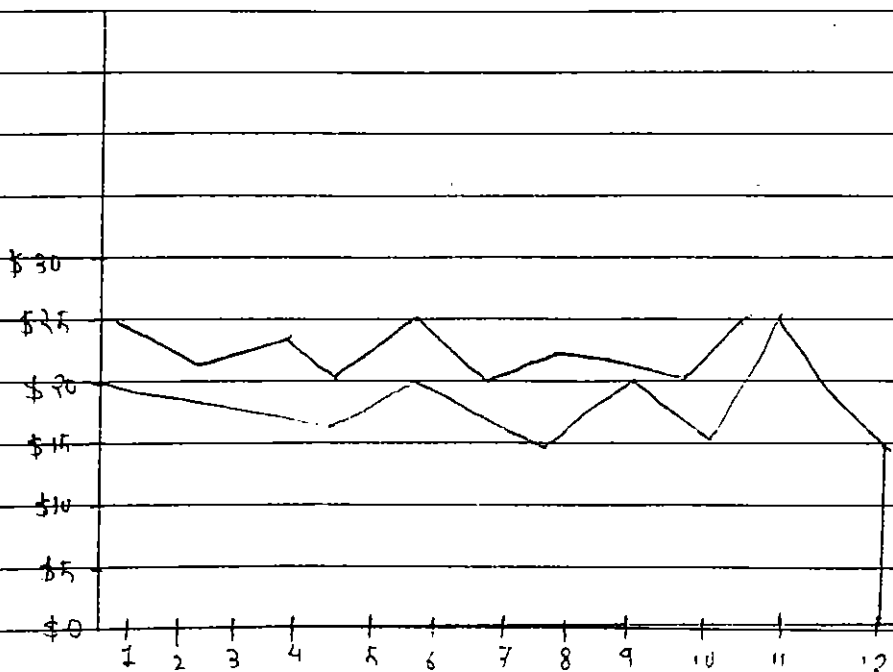


3] Clustered column chart:-

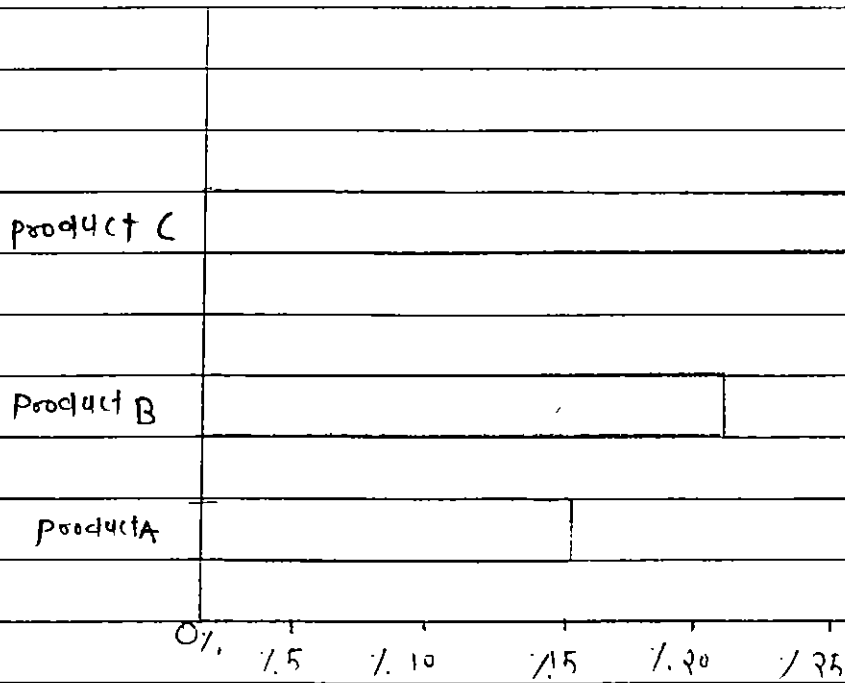
A clustered column chart can be used if you need to compare multiple categories of data.



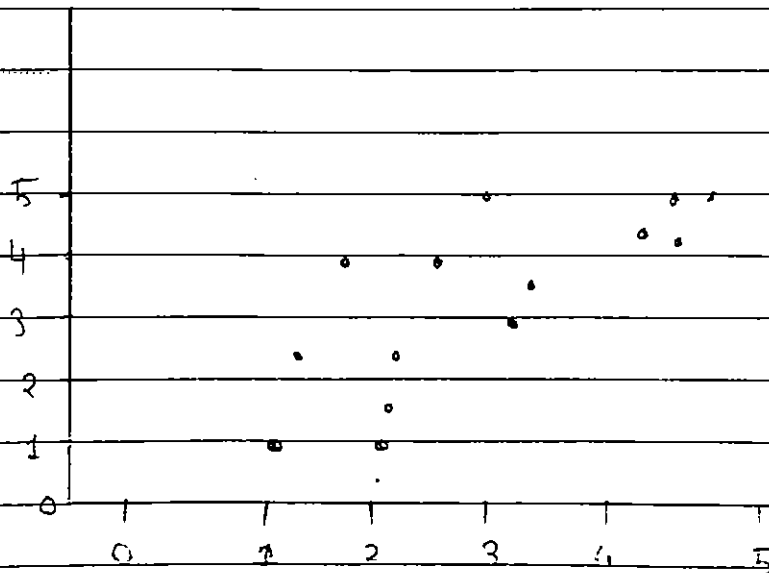
4] Area Chart:- Area charts are ideal for clearly illustrating the magnitude of change between two or more data points.



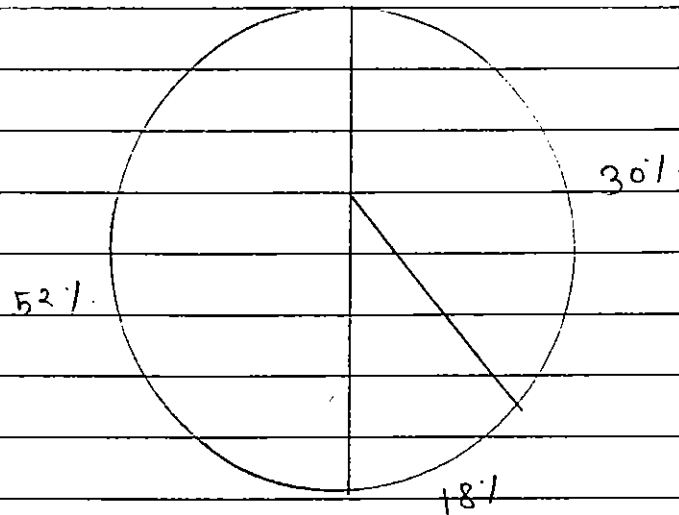
5] Bar chart:- Bar chart are typically used to compare several categories of data. Bar charts are used.



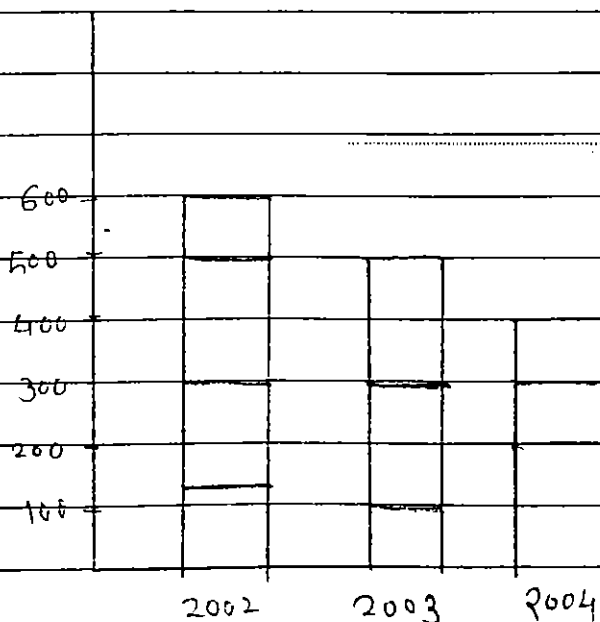
6] Scatter chart:- scatter charts in Excel are excellent for showing correlations between two sets of values.



f] Pie chart :- A pie chart represents the distribution or proportion of each data item over a total value.



g] Stacked column chart :- A stacked column chart allow you to compare items in a specific range of values as well as show the relationship of the individual subitems with the whole.



Q Explain use of goal seek function :-

- The goal seek function is a method of solving for a desired output by changing an assumption that drives it.
- Goal seek is process of calculating a value by performing what if analysis on a given set of value.
- For our purposes, Excel goal seek feature lets you adjust a value used in a formula to achieve a specific goal.

\* Step of goal seek function :-

- 1] Create a spreadsheet in Excel that has your data.
- 2] Click the cell you want to change.
- 3] From the Data tab, select the what if analysis → selections  
↓
- 4] In the goal seek dialog, enter the new, "what if" amount in the to value text box.
- 5] We also need to tell Excel which cell to change.
- 6] Click OK.

Goal Seek

Set cell

To value

By changing cell:

\* set cell :-

what if Analysis and then click goal seek. In the set cell box, enter the references for the cell that contains the formula that you want to resolve.

\* To value :-

Goal seek is a process of calculating a value by performing what if analysis on a given set of values.

Input values needed to achieve a goal.

\* By changing cell :-

It is a method of solving for a desired output by changing an assumption that drives it.



Q Explain data validation in Excel :-

- Data validation is a feature in Excel used to control what a user can enter into a cell.
- Data validation means checking the accuracy and quality of source data before using, importing or otherwise processing data.
- Data validation is intended to provide certain well defined guarantees for fitness, accuracy and consistency for any of various kind of user input into app'n system.

- Types of data validation :-

- 1] Length check
- 2] Lookup table
- 3] Presence check
- 4] Range check.

- Data validation is the process of data clean & remove in correct data to make sure increase accuracy & reliability.

- Especially it will be useful for improve your online business.

1] select one or more cells to validate.

2] on the data tab, in the data tool group, click Data validation

3] on the settings tab, in the allow box, select list.

4] In the source box, type your list values

Data validation		?	X
settings	Input message	Error Alert	
Validation Criteria			
Allow:			
Whole Numbers	▼	<input checked="" type="checkbox"/>	Ignore blank
Data:			
between	▼		
Minimum:			
1000		↑	
Maximum:			
9999		↑	
<input type="checkbox"/> Apply these changes to all other cells with the same settings			
Clear All	OK	Cancel	

\* setting tab :-

The setting tab is where you enter validation criteria. There are 9 number of built-in validation rules with various options.

\* Input message Tab :-

- The input message tab defines a message to display when a cell with validation rules is selected.
- This input message is set, completely optional.
- Its simply display the message.

\* The Error Alert Tab :-









The Error Alert tab controls how validation is enforced. For ex. when style is set to "stop" invalid data triggers a window with a message, and the input is not allowed.

Q Explain conditional formatting in Excel:-

- conditional formatting is a feature of Excel which allows you to apply a format to a cell or a range of cells based on certain criteria.
- CF is a tool that allows you to apply formats to a cell or range of cells, and have that formatting change depending on the value of the cell or the value of formula.

steps of conditional formatting

- 1] select cells A2 through A7
- 2] Then click Home > conditional formatting > New Rule.
- 3] In the new formatting Rule dialog box, click use formula to determine which cells to format.
- 4] Under format value where this formula is true, type the formula.
- 5] Click Format
- 6] In the colour box, select Red, In the font style box, select Bold.
- 7] Click OK until the dialog boxes are closed.

	conditional Formatting ▾
	Highlight cells Rules ▾
	Top/Bottom Rules ▾
	Data Bars ▾
	colours scales ▾
	Icon sets ▾
	New rule....
	clear Rules ▾

Q ~~Match~~ Explain stwt.

- \* Highlight cell Rules:- Highlight cell Rules allow you to apply formatting to highlight cells that satisfy one or more specific condition.
- \* Top/Bottom Rules:- Top/Bottom Rules allow you to apply formatting to cells that satisfy a statistical condition in relation to other cells in the range.
- \* Data Bars:- Data Bars in Excel make it very easy to visualize value in a range of cells. A longer bar represents a higher value.
- \* Colours Scales:- Assigns one colour to the lowest value, and another to the highest value. This makes it easy to see general patterns in data, especially with a large data set.
- \* Icon sets:-<sup>Ex</sup> make it very easy to visualize values in a range of cells. Each icon represents a range of values.
- \* Clear Rules:- You might want to temporarily add c.o.f. to better understand data in a worksheet or you might want to clear all rules & start fresh.