

Unit II

Introduction to MS-office

Ms-Word :

WORKING WITH DOCUMENTS :

Step 1 – Click the Start button.

Step 2 – Click the All Programs option from the menu.

Step 3 – Search for Microsoft Office from the submenu and click it.

Step 4 – Search for Microsoft Word 2010 from the submenu and click it.

Opening New Document::

Step 1 – Click the File tab and select the New option.

Step 2 – When you select the New option from the first column, it will display a list of templates in the second column. Double-click on the Blank document;.

Opening Existing Document::

Step 1 – Click the File tab and select the Open option.

Step 2 – This will display the following file Open dialog box. This lets you navigate through different folders and files, and also lets you select a file which you want to open.

Step 3 – Finally, locate and select a file which you want to open and click the small triangle available on the Open button to open the file. You will have different options to open the file, but simply use the Open option.

Saving New Document::

Step 1 – Click the File tab and select the Save As option.

Step 2 – Select a folder where you will like to save the document, Enter the file name which you want to give to your document and Select the Save As option, by default it is the .docx format.

Step 3 – Finally, click on the Save button and your document will be saved with the entered name in the selected folder.

Cut

Deleting unnecessary data from a document is called cutting.

In Microsoft Word, you can cut text from one area of a document and paste that text anywhere in the document.

After you cut the text, it gets stored in the clipboard.

If you want to cut any text or word from a document, it is advisable to highlight the word first.

To cut, Right Click → Cut.

The shortcut key is "Ctrl + X".

Copy

Copy option can be used when we need to retype the same text as it reduces time and effort.

By using copy option, you can copy the text from one location to another.

Information stored on the clipboard stays there until new information is either cut or copied.

Each time you use cut or copy, you replace the old information on the clipboard with the information you just cut or copied.

To copy, Right Click → Copy.

The shortcut key is "Ctrl + C".

Paste

Select your text and then copy it..

Use mouse to move the cursor to desired position to paste the copied text.

Click paste to insert the copied text in its new place.

You can paste clipboard information as often as you like.

To paste, Right Click → Paste.

The shortcut key is "Ctrl + V".

FORMATTING AND ALIGNMENT :

There are four types of paragraph alignment available in Microsoft Word — left-aligned, center-aligned, rightaligned, and justified.

Left-Aligned Text

A paragraph's text is left aligned when it is aligned evenly along the left margin. Here is a simple procedure to make a paragraph text left-aligned.

Step 1 – Click anywhere on the paragraph you want to align and click the Align Text Left button available on the Home tab or simply press the Ctrl + L keys.

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Right-Aligned Text

A paragraph's text is right-aligned when it is aligned evenly along the right margin. Here is a simple procedure to make a paragraph text right-aligned.

Step 1 – Click anywhere on the paragraph you want to align and click the Align Text Right button available on the Home tab or simply press the Ctrl + R keys.

Justified Text

A paragraph's text is justified when it is aligned evenly along both the left and the right margins. Following is a simple procedure to make a paragraph text justified.

Step 1 – Click anywhere on the paragraph you want to align and click the Justify button available on the Home tab or simply press the Ctrl + J keys.

SETTING PAGE STYLE IN MS WORD :

The various types of Word styles

To ensure that a document looks uniform and professional, Microsoft offers four types of styles in Word:

Paragraph styles

Character styles

Table styles

List styles

Paragraph styles

These styles determine the appearance of a text in terms of whole paragraph sections, and allow you to format large sections of text. A paragraph style may contain format settings for character style, however it also determines the overall design of a paragraph. In a new Word document, the paragraph style Standard is usually preset for the entire text. Paragraph styles format the following attributes:

Indents and spacings

Line and page breaks

Borders and shading

Lists

Tabs

All character attributes

In Word, paragraph styles are marked by the ¶ sign in the styles menu (This can be found by clicking the lower most right arrow in the styles gallery on the start tab.)

Character styles

Character styles determine the appearance of text in terms of individual characters, and are mainly used to format smaller sections of text, e. g.

highlighting words. Character styles do not format the features of the entire paragraph, but rather format the following attributes:

Font

Font size

Font color

Bold, italic, or underlined markings

Character styles are marked by the a-sign in the styles menu.

Table styles

Table styles in Word format the following attributes for tables:

Header row

Grid lines

Accent color

List styles

List styles in Word format the following attributes for lists:

The format of bulleted lists

The format of numbered lists

Indents

SETTING PAGE STYLE IN MS WORD :

A Style Is A Predefined Combination Of Font Style, Color, And Size That Can Be Applied To Any Text In Your Document. Styles Can Help Your Documents Achieve A More Professional Look And Feel. You Can Also Use Styles To Quickly Change Several Things In Your Document At The Same Time.

To Apply A Style:

Select The Text You Want To Format, Or Place Your Cursor At The Beginning Of The Line.

In The Styles Group On The Home Tab, Click The More Drop-Down Arrow.

Select The Desired Style From The Drop-Down Menu.

The Text Will Appear In The Selected Style.

To Apply A Style Set:

Style Sets Include A Combination Of Title, Heading, And Paragraph Styles. Style Sets Allow You To Format All Elements In Your Document At Once Instead Of Modifying Each Element Separately.

From The Design Tab, Click The More Drop-Down Arrow In The Document Formatting Group.

Choose The Desired Style Set From The Drop-Down Menu.

The Selected Style Set Will Be Applied To Your Entire Document.

To Modify A Style:

In The Styles Group On The Home Tab, Right-Click The Style You Want To Change And Select Modify From The Drop-Down Menu.

A Dialog Box Will Appear. Make The Desired Formatting Changes, Such As Font Style, Size, And Color. If You Want, You Can Also Change The Name Of The Style. Click OK To Save Your Changes.

The Style Will Be Modified.

To Create A New Style:

Click The Arrow In The Bottom-Right Corner Of The Styles Group.

The Styles Task Pane Will Appear. Select The New Style Button At The Bottom Of The Task Pane.

A Dialog Box Will Appear. Enter A Name For The Style, Choose The Desired Text Formatting, Then Click OK.

The New Style Will Be Applied To The Currently Selected Text. It Will Also Appear In The Styles Group.

CREATING TABLES :

Step 1 – Click the Insert tab followed by the Table button. This will display a simple grid as shown below. When you move your mouse over the grid cells, it makes a table in the table that appears in the document. You can make your table having the desired number of rows and columns.

Step 2 – Click the square representing the lower-right corner of your table, which will create an actual table in your document and Word goes in the table design mode. The table design mode has many options to work with as shown below.

Step 3 – This is an optional step that can be worked out if you want to have a fancy table. Click the Table Styles button to display a gallery of table styles. When you move your mouse over any of the styles, it shows real time preview of your actual table

Step 4 – To select any of the styles, just click the built-in table style and you will see that the selected style has been applied on your table.

DRAWING A TABLE IN MS WORD :

To draw a table in your Word document, follow these steps:

Click the Insert tab.

Click the Table icon.

A pull-down menu appears.

Click Draw Table.

The mouse pointer turns into a Pencil icon.

Move the mouse pointer where you want to draw your table, hold down the left mouse button, and drag the mouse to draw your table.

Word draws a rectangular dotted box to show where your table will appear.

Release the left mouse button when you're happy with the size and position of your table.

Draw the boundaries for your table's rows and columns:

To draw vertical lines in your table, move the mouse pointer to the top or bottom of the table, hold down the left mouse button, and drag the mouse up and down.

To draw horizontal lines in your table, move the mouse pointer to the left or right side of the table, hold down the left mouse button, and drag the mouse right and left to draw.

Press Esc or double-click to turn the mouse pointer from a Pencil icon back to an I-beam pointer.

MAIL MERGE:

Mail Merge is most often used to print or email form letters to multiple recipients. Using Mail Merge, you can easily customize form letters for individual recipients. Mail merge is also used to create envelopes or labels in bulk.

1. In a blank Microsoft Word document, click on the Mailings tab, and in the Start Mail Merge group, click Start Mail Merge.

2. Click Step-by-Step Mail Merge Wizard.

3. Select your document type. In this demo we will select Letters. Click Next: Starting document

4. Select the starting document. In this demo we will use the current (blank) document. Select Use the current document and then click Next: Select recipients.

5. Select recipients. In this demo we will create a new list, so select Type a new list and then click Create.

A) Create a list by adding data in the New Address List dialog box and clicking OK.

B) Save the list.

C) Note that now that a list has been created, the Mail Merge Wizard reverts to Use an existing list and you have the option to edit the recipient list.

D) Selecting Edit recipient list opens up the Mail Merge Recipients dialog box, where you can edit the list and select or unselect records. Click OK to accept the list as is.

E) Click Next: Write your letter.

6. Write the letter and add custom fields.

A) Click Address block to add the recipients' addresses at the top of the document.

B) In the Insert Address Block dialog box, check or uncheck boxes and select options on the left until the address appears the way you want it to.

C) Note that you can use Match Fields to correct any problems. Clicking Match Fields opens up the Match Fields dialog box, in which you can associate the fields from your list with the fields required by the wizard.

7. Press Enter on your keyboard and click Greeting line... to enter a greeting.

8. In the Insert Greeting Line dialog box, choose the greeting line format by clicking the drop-down arrows and selecting the options of your choice, and then click OK.

9. Note that the address block and greeting line are surrounded by chevrons (« »). Write a short letter and click Next: Preview your letters.

A) Preview your letter and click Next: Complete the merge.

B) Click Print to print your letters or Edit individual letters to further personalize some or all of the letters.

CREATING LETTERS AND FAX IN MS WORD :

Instead of printing and manually faxing a Microsoft Word document, you can easily do it directly from Microsoft Word. Not only will your clients get the information faster, but this will speed up your business, allow more customized fax cover pages and keep your business more organized. The ability to fax from Microsoft Word also allows you to select from a variety of online faxing resources that cater to your business needs.

Activate Windows Fax Driver

1. Click on the Windows "Start" icon and select the "Control Panel." The Windows Fax Driver needs to be turned on to activate the faxing features in the software.

2. Click on "Programs" in the Control Panel and select "Programs and Features." Click "Turn Windows Features On or Off."

3. Expand the "Printers and Documents Services" and select "Windows Fax and Scan."

4. Click "OK" after a quick installation is applied to the computer. Close the windows.

Faxing from Microsoft Word:

1. Launch Microsoft Word and open the file that you want to fax.

2. Click on the "Microsoft Office" icon, select "Send" and choose "Internet Fax." A new template will appear on the screen.

3. Choose the fax service that you want to use from the pop-up window. Different choices include Fax2Me, Fax1 and myFax. Selecting a service will load a Web page in your default browser with sign-up directions.

4. Click on the "Install to Microsoft Word" option from the website. Select "Run." It will automatically add the fax service to Microsoft Word.

5. Fill in the fax information. This includes the name, phone number and subject for your fax recipient.

6. Click on the "Send" icon to send the fax. A success notice will appear once the fax is completed.

PRINTING DOCUMENTS :

To print documents in Word 2010:

Step 1 – Open the document for which you want to see the preview. Next click the File tab followed by the Print option which will display a preview of the document in the right column. You can scroll up or scroll down your document to walk through the document using given Scrollbar. The middle column gives various options to be set before you send your document to the printer.

Step 2 – You can set various other printing options available. Select from among the following options, depending on your preferences.

Step 3 – Once you are done with your setting, click on the Print button which will send your document to the printer for final printing.

SHORTCUT KEYS :

List of basic computer shortcut keys:

Alt + F--File menu options in the current program.

Alt + E--Edits options in the current program.

F1--Universal help (for any sort of program).

Ctrl + A--Selects all text.

Ctrl + X--Cuts the selected item.

Ctrl + Del--Cut selected item.

Ctrl + C--Copy the selected item.

Ctrl + Ins-- Copy the selected item.

Ctrl + V--Paste the selected item.

Shift + Ins -- Paste the selected item.

Home -- Takes the user to the beginning of the current line.

Ctrl + Home--Go to the beginning of the document.

End -- Go to the end of the current line.

Ctrl + End -- Go to the end of a document.

Shift + Home -- Highlight from current position to beginning of the line.

Shift + End -- Highlight from current position to end of the line.

Ctrl + (Left arrow) -- Move one word to the left at a time.

Ctrl + (Right arrow) -- Move one word to the right at a time.

PAPER AND PRINTER SELECTION :

How to Choose Printer Paper:

There's really no such thing as a typical sheet of printer paper. Printer paper comes in different sizes, weights (degrees of thickness), colors, styles, and textures. Printer paper can, however, be divided into a few general groups:

General-purpose paper: The best general-purpose printer paper to get is standard photocopier paper.

Inkjet paper: If you want good results from your inkjet printer, get specific inkjet paper (although you have to pay more for that paper). The higher-quality inkjet paper is really good for printing colors; the paper is specially designed to absorb the ink well.

Specialty papers: Such as photographic papers that come in smooth or glossy finishes, transparencies, and iron-on T-shirt transfers. Just ensure that the paper you get is made for your type of printer — inkjet or laser.

Large-size paper: Some printers are capable of handling larger-size paper, such as legal or tabloid sizes. If so, make sure that you load the paper properly and tell your application that you're using a different-size sheet of paper.

Printers are Output devices used to prepare permanent Output devices on paper. Printers can be divided into two main categories :

Impact Printers : In this hammers or pins strike against a ribbon and paper to print the text. This mechanism is known as electro-mechanical mechanism. They are of two types.

Character Printer : It prints only one character at a time. It has relatively slower speed. Eg. Of them are Dot matrix printers.

Dot Matrix Printer : It prints characters as combination of dots. Dot matrix printers are the most popular among serial printers. These have a matrix of pins on the print head of the printer which form the character. The computer memory sends one character at a time to be printed by the printer. There is a carbon

between the pins & the paper. The words get printed on the paper when the pin strikes the carbon. There are generally 24 pins.

Laser Printer is a type of printer that utilizes a laser beam to produce an image on a drum. The light of the laser alters the electrical charge on the drum wherever it hits. The drum is then rolled through a reservoir of toner, which is picked up by the charged portions of the drum. Finally, the toner is transferred to the paper through a combination of heat and pressure.

This is also the way copy machines work. Because an entire page is transmitted to a drum before the toner is applied, laser printers are sometimes called page printers. There are two other types of page printers that fall under the category of laser printers even though they do not use lasers at all. One uses an array of LEDs to expose the drum and the other uses LCDs. Once the drum is charged, however, they both operate like a real laser printer. One of the chief characteristics of laser printers is their resolution – how many dots per inch (dpi) they lay down.

Non-Impact Printers : These printers use non-Impact technology such as ink-jet or laser technology. These printers provide better quality of O/P at higher speed. These printers are of two types :

Ink-Jet Printer : It prints characters by spraying patterns of ink on the paper from a nozzle or jet. It prints from nozzles having very fine holes, from which a specially made ink is pumped out to create various letters and shapes. The ink comes out of the nozzle in a form of vapors. After passing through a reflecting plate, it forms the desired letter/shape at the desired place.