

Assignment of MS-WORD

What is Word Processing?

Word processing is one of the most popular applications, which is used to create any kind of text documents on computer. The output of a word processing application can be used as handouts in seminars, examinations, meetings etc.

Name word processing applications.

Nowadays, various word processing applications are available, like:

- WordPad
- Notepad
- Microsoft word
- OpenOffice Writer
- Google Docs etc.
- The Microsoft Word is the most commonly used word processing application.

Write down two ways of starting Ms Word?

There are various methods to open MS- WORD

Method 1 : using start button

- 1) Click on the start button present on the Taskbar.
- 2) Click at "all programs" option then select MS Office option.
- 3) Double click on Microsoft word 2010.

Method 2 : using shortcut of MS- Word

- 1) If shortcut is available on Desktop then double click on the shortcut or Icon of MS- Word.

Method 3 : using search or Run button

- 1) Type **WINWORD** in search and press Enter.

How will you save a file in MS- Word.

Once you are done with typing in your new Word document, it is time to save your document to avoid losing work you have done on a Word document. Following are the steps to save an edited Word 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.

What is the difference between save and save as option?

Save :- It is used to save a document or anything (which you want to save) with a name.

SaveAs :- Is used to save an already saved document or anything (which you want to save) with a new name.

In simple words with Save you save something and with SaveAs you create a copy of already saved thing with a new name.

Different views in WORD.

When we type documents into WORD they can be presented to us in different ways:

- Print Layout (or Reading Layout)
- Full screen reading view
- Web Layout view
- Outline view
- Draft View

what does the undo command do?

if we make a mistake ,for example if we accidentally delete a word or a paragraph we can Undo it by using the undo button on the **Quick access toolbar** . The keyboard shortcut for undo is Ctrl+Z.

what do you understand by alignment ? name the types of alignment.

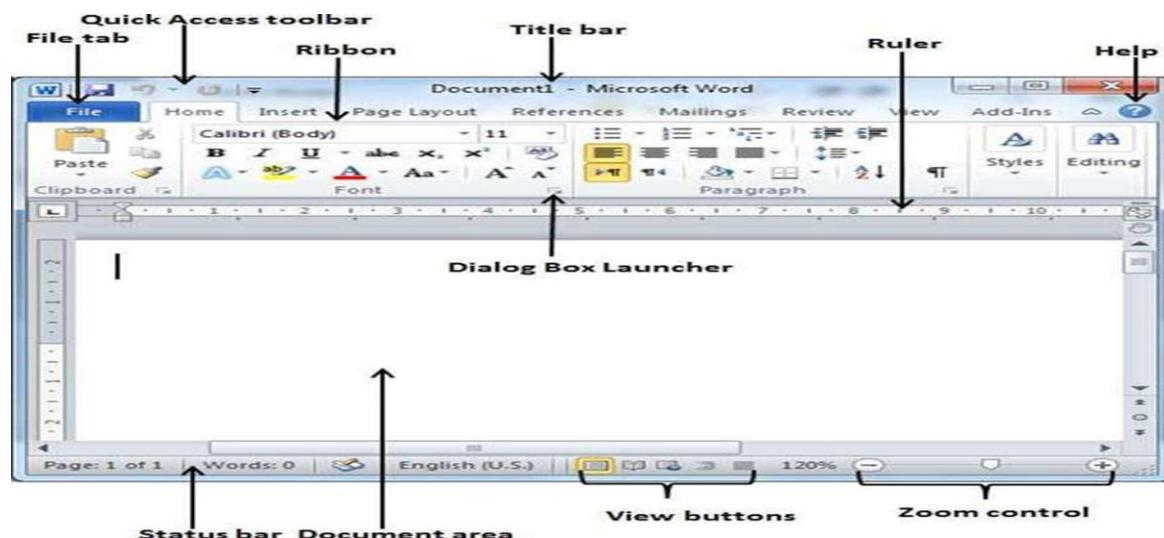
Alignment refers to the arrangement of text within the margins .Text can be aligned in 4 different ways that is **left, right, Centre or justified.**

How can you change the font size?

sometimes we want to make some text look bigger or smaller than the rest for example you may want to increase the size of the heading of an essay that you have typed .For this, the font size can be changed. The font size is measured in points the higher the font size number selected ,the bigger is the size of the text. we follow the following steps to change the font size:

1. select the text.
2. click on that down arrow next to the font size.
3. click on the desired fonts Size.

Explain the parts of MS-WORD window.



What is formatting?

Formatting means changing the appearance of the document to make it more attractive ,organized and easy to read.

Write the steps to insert a picture in document.

To insert a picture from a file in a document follow the steps given below:

1. place the insertion point where you want the image to appear.
2. click on the insert tab.
3. Then click on pictures then search pictures. The Insert picture dialogue box will appear .
4. select the desired image file then click insert button.

write the various steps for inserting wordArt in a document.

1. click on the insert tab and click the wordArt drop-down arrow.
2. Click a style of wordArt from gallery.
3. The placeholder text “your text here” appear with the text highlighted .Type your text. you can change the font and size before clicking **OK**.Rresize by dragging the white handles and position as desired .

How to Insert a symbol.

The steps for inserting special symbols are:

1. placed insertion point where the symbol is to be inserted .
2. From the insert tab ,in the symbols group ,click on the symbol option.
3. select one of the symbol options that Word provide.

How you can create a custom watermark?

To create your own Watermark, Got to Page Layout tab in the Page Background group click Watermark and select Custom Watermark. Select the Picture Watermark or text watermark option and make changes accordingly.

What is the short cut key to insert a page break ?

The short cut key to insert a page break is press <Ctrl> + <Enter>

Explain Header and Footer.

The **header** is a section of the document that appears in the top margin, while the **footer** is a section of the document that appears in the bottom margin. **Headers and footers** generally contain information such as the page number, date, and document name.

To insert a header or footer:

1. Select the Insert tab.
2. Click either the Header or Footer command. A drop-down menu will appear.
3. From the drop-down menu, select Blank to insert a blank header or footer, or choose one of the built-in options.
4. The Design tab will appear on the Ribbon, and the header or footer will appear in the document.
5. Type the desired information into the header or footer.
6. When you're finished, click Close Header and Footer in the Design tab, or hit the Esc key.

What do mean by table ? Write down the various steps to insert a table in a document.

A **table** is a grid of cells arranged in rows and columns. **Tables** are useful for various tasks such as presenting text information and numerical data. In **Word**, you can create a blank **table**, convert text to a **table**, and apply a variety of styles and formats to existing **tables**.

Here's how to make a table from the Insert Table dialogue box:

1. Click on Table from the menu bar. Select Insert, and then Table... ..
2. Enter the desired number of rows and columns.
3. Choose AutoFit behavior if you want the table's cells to automatically expand to fit the text inside them. ...
4. Click OK to insert your table.

What do you mean by Print Preview? How can you Print a Document?

In **word** processing, **print** preview refers to formatting a document for the printer, but then displaying it on the display screen instead of **printing** it. **Print** preview is more commonly called preview or previewing.

1. Click the Microsoft Office Button, point to Print, and then click **Print**.
2. In the Print dialog box, click. OK.
3. Or Press **Ctrl + P** from Keyboard.